

INVITATION FOR BIDS

P18068

FLUID ANALYSIS



*Procurement, Contracts and Materials Management Department
3331 North First Street, Building A
San Jose, CA 95134-1906
www.vta.org*

Buyer	Giang Ngo
<u>Key IFB Dates</u>	
Date Issued	March 6, 2020
Pre-Bid Conference	March 13, 2020; 10:00 AM P.T.
Submit Questions	March 20, 2020 by 5:00 PM P.T.
Submit Bids:	March 27, 2020 by 2:00 PM P.T.

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*Procurement, Contracts and Materials Management Department
3331 North First Street. Building "A"
San Jose, CA 95134-1906*

**INVITATION FOR BIDS
P18068
FLUID ANALYSIS**

Invitation for Bid. Request for quotation. Request for proposal.

INSTRUCTIONS:

The enclosed Santa Clara Valley Transportation Authority (herein referred to as "VTA") "conditions" form an integral part of each bid ("Bid"). Prices must be F.O.B destination, freight prepaid and allowed, unloaded to the dock unless otherwise specified.

BUYER	DATE ISSUED	CLOSING TIME/DATE	BID NUMBER
Giang Ngo	March 6, 2020	March 27, 2020	P18068
Phone (408) 952-4254 FAX (408) 955-9729 e-mail: Giang.ngo@vta.org	<ul style="list-style-type: none"> • Pre-Bid Conference: March 13, 2020 at 10:00 AM P.T. • Last Day to ask Questions: March 20, 2020; by 5:00 PM P.T. • Bids will be received until 2:00 PM P.T. on the above closing date. 		

- CONTRACT TITLE:** FLUID ANALYSIS
- PRE-BID CONFERENCE:** A Pre-Bid conference is scheduled for March 13, 2020 at 10:00 AM P.T. at the following address:

**Santa Clara Valley Transportation Authority
3331 North First St., Building A
San Jose, California 95134-1906**

Attendance at the Pre-Bid Conference is not mandatory, but is strongly encouraged. Attendance may be in person or via teleconference. Email the buyer ("Buyer") listed above to register as a teleconference attendee. Teleconference registration deadline is **March 12, 2020 by 2:00 PM P.T.**



3. **BID OPENING TIME & LOCATION:** Each bidder (“Bidder”) must submit its sealed Bid no later than 2:00 PM P.T. on March 27, 2020 at the Santa Clara Valley Transportation Authority’s Procurement, Contracts and Materials Management Department at 3331 North First Street, Building A, San Jose, CA 95134, and, at that time, publicly opened and read. No Bids will be received or accepted after 2:00PM P.T. on March 27, 2020.
4. **BID DOCUMENTS:** The following, in addition to this Invitation for Bid, constitute the Bid documents (“Bid Documents”) in order of precedence, and are the instructions and conditions to this Bid: **Check the appropriate boxes**
- Solicitation Amendments, if any
 - Invitation for Bid
 - Technical Specifications and/or Scope of Work
 - Contractor Acknowledgement of Addenda (Bid Form 1-A)
 - Schedule of Prices and Estimated Quantities (Bid Form 1-B)
 - Listing of SBE Contractor or subcontractors (Bid Form 2-A)
 - Supplemental Contractor and subcontractor Information (Bid Form 2-B)
 - Instructions to Bidders
 - Special Conditions
 - VTA Standard Terms and Conditions
 - Exhibit N – Prevailing Wage Requirements
 - Exhibit P-4 – Insurance Requirements
 - Exhibit O – Bidder’s Questionnaire
 - Exhibit I – “No Bid” Response Form
5. **TERM OF CONTRACT:** The term of the contract (“Contract”) awarded to the successful Bidder (herein also referred to as the “Contractor”) shall be three (3) years from date of award by VTA, with two (2) additional one (1) year options for years four and five. See below Section “EXERCISE OPTIONS.”
6. **CONTRACT TYPE:** VTA anticipates the award of a firm, fixed-price Contract as a result of this solicitation.
7. **OBLIGATION:** This Invitation for Bids does not obligate VTA to award a Contract or to pay costs incurred in the preparation or submittal of any Bid.

8. **INSURANCE:** Each prospective Bidder (herein referred to as the “Bidder” or “Contractor”) is cautioned to review the Insurance requirements of this solicitation. See Exhibit P-4.
9. **PRICE:** It is the desire of VTA to enter into a firm fixed price Contract with the successful Bidder who agrees that the prices quoted are firm and fixed for the duration of the Contract. The unit price as bid will apply regardless of the actual quantity purchased.

No additional charges will be allowed unless agreed to in writing by VTA prior to delivery of goods and/or services. Bidder agrees that the prices quoted on the attached Bid Form 1-B are maximum for the period of the proposed Contract, and in the event of a price decline, the benefit of such lower price shall be extended to VTA.

10. **PRICE INCREASE:** [OMITTED].

11. **FREIGHT TERMS:** All materials shall be FOB Destination, prepaid and allowed, at no additional cost to VTA unless specified otherwise in the Scope of Work, attached hereto. Destination is defined for purposes of this Contract as the VTA Yard locations as specified under Delivery or on the individual purchase orders associated with this Contract. Any exception to this policy may deem the Bid non-responsive.

12. **INVOICE BILLING/PAYMENT TERMS:** Invoices shall be prepared per descriptions and pricing in this Bid.

Note: Invoices for goods or services not specifically covered in this Bid will not be approved for payment.

13. **SPECIFICATIONS:** Per included Scope of Work document.

14. **QUANTITIES:** See Section 6. Contract Type (above), Scope of Work, and the Schedule of Prices and Estimated Quantities.

15. **BIDS:** All Bids must be received in sealed envelopes with the Bidder’s company name, bid number, closing date and time noted on the outside of the envelope. **At this time, electronically submitted Bids cannot be accepted.**

16. **AWARD CRITERIA:** Contracts shall be awarded to the lowest responsive and responsible Bidder found to have the fitness, quality, and capacity to satisfactorily deliver the goods and services as detailed in the Bid Documents. Any potential Contract award will be subject to a VTA technical and business evaluation of the Bidder prior to any Contract award. VTA reserves the right to reject any and all Bids or to waive any informalities or technicalities in any Bid in the best interest of VTA. Single conforming Bids are subject to price or cost analysis by VTA. Bids will be valid for review and award up to ninety (90) days after Bid opening.

The specific basis of award is the Total Bid designated on Bid Form 1-B Schedule of Prices sheet that is a part of these Bid Documents.

17. **SOLICITATION SUBMITTALS:** Your Bid submittal should include the following forms which are included in this IFB:

BID FORM 1-A: BIDDER ACKNOWLEDGEMENT OF ADDENDA.....	36
BID FORM 1-B: SCHEDULE OF PRICES AND ESTIMATED QUANTITIES	37
LISTING OF SBE CONTRACTOR OR SUBCONTRACTORS- BID FORM 2-A.....	44
SBE SUPPLEMENTAL CONTRACTOR AND SUBCONTRACTOR INFORMATION - BID FORM 2-B.....	46

18. BRAND NAME OR EQUAL: [OMITTED].

19. Q/A AND WARRANTY PROGRAMS SUBMITTALS:

All QA and warranty submittals should be provided no later than Notice to Proceed (NTP) plus 15 working days.

A. SUPPLIER QUALITY PROGRAM REQUIREMENTS:

- (1) Quality Manager contact information.
- (2) Quality program manual.
- (3) ISO quality program certificate (If available).

B. SUPPLIER WARRANTY PROGRAM REQUIREMENTS:

- (1) Written legal limited warranty (Claims) policy.
- (2) Return Materials Authorization (RMA) procedure.

20. DELIVERY ADDRESS: The delivery address (within Santa Clara County) will be provided to the successful Bidder.

21. SMALL BUSINESS ENTERPRISE POLICY:

A. POLICY: It is VTA policy to ensure that Small Business Enterprises (SBEs), as defined in Federal Regulations at 13 CFR Part 121, have the maximum opportunity to participate in the performance of contracts and subcontracts.

B. SBE GOAL: VTA has not established a specific Small Business Enterprise (SBE) goal for this project. However, Bidder agrees to cooperate with VTA in meeting VTA’s overall goal of 19% annual utilization of Small Business Enterprises. In this regard, Contractor will use its best efforts to ensure that SBEs shall have an equitable opportunity to compete for subcontract work under this Contract.

- (1) All SBE firms listed on Bid Form 2-A must be certified by VTA’s Office of Small and Disadvantaged Businesses (OSDB) or the California Unified Certification Program (CUCP) at the time of Bid to be counted toward the Contract SBE goal.

- (2) Bid Form 2-A and Bid Form 2-B are required to be submitted at the Bid opening.

- (3) It is the Bidder's sole responsibility for verifying subcontractor certification as a SBE to VTA. The list of VTA SBEs is available at http://vtaproduction2.secsites.net/procurement/general/sbe_search.html.
- (4) The VTA SBE application is available at <http://www.vta.org/sfc/servlet.shepherd/document/download/069A0000001EJF6>.

22. MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) POLICY AND REQUIREMENTS:

- A. POLICY:** It is the policy of the Santa Clara Valley Transportation Authority to ensure that Minority and Women-Owned Business Enterprises (MWBEs) as defined in the VTA MWBE Program have an equal opportunity to participate in the performance of contracts and subcontracts financed with local funds. VTA has an 18% MWBE aspirational goal.

VTA's Office of Small & Disadvantaged Businesses encourages Contractors to call (408) 321-5962 for assistance in identifying eligible MWBE firms. Listings of eligible firms are also available on the World Wide Web at the following:

- www.vta.org/osdb

B. POST AWARD ACTIVITIES:

- (1) **NONDISCRIMINATION:** The Contractor shall make VTA's contracting requirements known to subcontractors, vendors and suppliers who are certified or accepted as certifiable as MWBE, as well as to non-MWBE businesses, and shall provide a practical opportunity for all firms to participate in the contract.
- (2) **PROMPT PAYMENT:** The Contractor must adhere to all federal and California prompt payment laws and regulations. If Contractor does not adhere to prompt payment requirements, penalties may apply.

- 23. WEBSITE REGISTRATION:** Bidders must register on VTA's website as a condition of bidding to ensure receiving notification of any potential addenda or other pertinent information, as well as notification of closing and award **even if this was a manually processed Bid invitation**. Go to <http://www.vta.org>, hover over "About Us," and then select "Doing Business with VTA." From this page, click "register now" and enter your email address in the box indicated. The system will take you to the registration page where you will enter registration information and select categories of interest to your company. This solicitation falls into the following category: General Services and under the sub-category "Other Miscellaneous Services."

When you complete the registration page, click the submit button. A verification email will be sent to the email address you provided. Click the verification link in the email to complete the registration process. When you click the verification link, the VTA "Vendor Settings" page will open and the final sentence on the page will confirm your registration.

Once you are confirmed as a registered vendor, click the "Solicitations" link on the left side of the "Vendor Settings" page. This will take you to the "Procurements" page where you will select this

solicitation. Once you are on the page for this solicitation, enter your email address in the box indicated and click “check.” This will register you as a plan holder for this solicitation.

It is vital to register as a plan holder, because if any addenda or notifications are posted for this solicitation, you will get an email directing you to go to the site for viewing and possible download.

Note: To review Bids after award of Contract, contact the Buyer listed on page one (1) of this document.

24. EXERCISE OPTIONS:

Contractor hereby grants VTA options (“Options”) to extend the length of this Contract as specified under the Term of Contract section (above) of this solicitation.

VTA, at its sole option, may extend the term of this Contract by providing written notice thereof to Contractor at least thirty (30) days prior to the end of the then current Contract term. The total duration of this Contract, including the exercise of any Options under this clause, will not exceed 5 years.

The price of the Options must be as shown on Bid Form 1-B, Schedule of Prices and Estimated Quantities.

**INSTRUCTIONS TO BIDDERS
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1. EXAMINATION OF DOCUMENTS:

- A. A complete set of Bid Documents shall be used in preparing a Bid; VTA assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of documents.
- B. Each Bidder should carefully examine these Bid Documents and take such other steps as may be reasonably necessary to ascertain the Contract performance requirements. Failure to do so will not relieve Bidders from responsibility for estimating properly the difficulty or cost of successfully performing the Contract. Extra compensation will not be allowed for conditions that are determinable by examining these documents.

- 2. INTERPRETATION:** Should any discrepancies or omissions be found in the Bid specifications, or doubt as to their meaning, the Bidder shall notify the Buyer in writing at once. The Buyer will send written instruction or addenda to all Bidders. Receipt of addenda by the Bidder must be acknowledged in the space provided on Bid Form 1-A. VTA shall not be held responsible for oral interpretations. Questions must be received at least ten (10) days before date set to receive Bids. All addenda issued shall be incorporated into the Contract. VTA will assume no responsibility for any understanding or representations concerning conditions made by any of its officers, agents or employees prior to the execution of the Contract, unless included in these documents.

3. BIDDER QUALIFICATIONS AND ELIGIBILITY FOR AWARD:

- A. Each Bidder shall complete, and submit with the Bid, the Bidder's Questionnaire contained in these documents. If the Bidder is a joint venture, each joint venturer shall prepare and submit a separate form. Failure to complete and return the Bidder's Questionnaire may be grounds for rejection of the Bid.
- B. When Federal, State or Local law or ordinance requires a special license or permit, a Bidder must be properly licensed prior to submitting a Bid and furnish evidence of such with the Bid.
- C. In order for a Bidder to be eligible to be awarded the Contract, the Bid must be responsive to the solicitation and VTA must be able to determine that the Bidder is responsible to perform the Contract satisfactorily.
- D. Bids deviating or taking exception to the solicitation requirements will not be considered.
- E. Bidder shall have the equipment, organization, facilities and financial capability to perform the services required by this solicitation.
- F. For clarity, Bidder is not required to be able to provide service within three (3) miles of both Location 1 and Location 2 (as defined in Scope of Work, Paragraph D. SERVICE LOCATIONS). VTA will consider award of a Contract to two bidders, meaning one bidder/contract per location.

- G. Bidder must be able to provide the services required by this solicitation at its own site/location. For clarity, Bidder will not be permitted to perform the services required by this solicitation at any VTA location.
- H. The laboratory that Bidder proposers to use to perform under the Contract must be a full-service analysis laboratory employing qualified personnel and equipment and utilizing the latest American Society for Testing and Materials (“ASTM”) standards. The personnel must be qualified laboratory personnel with sufficient knowledge of fuels, new and used lubricating products, and new and used coolant analysis as it applies to fluid analysis.

- o **Certification submittal requirement**

The laboratory must: (i) be accredited, (ii) perform tests to ASTM- and industry-accepted standards, and (iii) be ISO 9001 and/or ISO/IEC 17025 certified.

- I. Bidder must be experienced in performing the services and testing required by this IFB in the manner and timeframe required herein.

4. PROTESTS: The following procedures shall be used by Bidders seeking review of the Bid Documents or the Contract process:

- A. **SOLICITATION PHASE:** Prior to the closing date for submittal of Bids, Bidder may submit to VTA protests regarding the procurement process, or alleged improprieties in specifications or alleged restrictive specifications. Any such protests shall be filed no later than ten (10) working days prior to the scheduled closing date. If necessary, the closing date of the solicitation may be extended pending a resolution of the protest.
- B. **PRE-AWARD:** Protests dealing with alleged improprieties in the procurement or the procurement process, that can only be apparent after the closing date for receipt of Bids, shall be filed within five (5) working days of issuance of the Notice of Recommended Award. Protests shall contain a statement of the grounds for protests and supporting documentation. Protestor will be notified of VTA’s final decision prior to issuance of Award.

Protestors shall have an opportunity to appear and be heard before the agency prior to the opening of proposals in the case of protests based on the content of the request for proposals or prior to final award in the case of protests based on other grounds. Bidder’s requests and protests shall be in writing only and be addressed to:

**Santa Clara Valley Transportation Authority
Procurement, Contracts and Materials Management Department
Attention: Manager of Procurement, Contracts and Materials
3331 North First Street, Building A
San Jose, California 95134**

The full text of VTA’s Policy No. 36 may be obtained at <http://www.vta.org/about-us/doing-business-with-vta-policies>. Failure to comply with the above protest procedures will render a protest untimely and/or inadequate and shall result in its rejection.

For federally funded projects, a Bidder may appeal VTA's determination of the protest to the Federal Transit Administration. All appeals submitted to the FTA shall be filed and will be handled in accordance with FTA Circular 4220.1F.

5. PREPARATION OF BIDS:

- A.** All prices and notations must be printed in ink or typewritten. No erasures are permitted. Errors may be crossed out and corrections printed in ink or typewritten nearby and must be initialed in ink by person signing the Bid.
- B.** Bidder shall bid on each item separately. Prices should be stated in the units specified. Sales tax, if any, should be stated separately.
- C.** Delivery date or time of performance is a part of the Bid and must be adhered to.
- D.** All Bids must be signed by an authorized representative with the name, title, and firm name clearly printed.

6. SUBMISSION OF BIDS:

- A.** Each Bid must be submitted on enclosed VTA forms, in sealed envelope, with company name, Bid number, closing date and time noted on the outside of the envelope.
- B.** Bid modifications or corrections thereof received after the closing time specified will be rejected.
- C.** Notwithstanding the time for Opening Bids established in the Request for Bid, the Bid opening might be postponed solely at VTA's discretion.

7. ACCEPTANCE OF BIDS: Bids are subject to acceptance at any time **within ninety (90) days** after Bid opening, unless otherwise stipulated in the Bid.

8. TIE BIDS: All other factors being equal, the Contract shall be awarded to the Bidder located within Santa Clara County, or if neither or both are located within Santa Clara County, it may be awarded by the flip of a coin in the presence of witnesses, or the entire Bid may be rejected and re-bid.

9. AWARD:

- A.** Award of a firm fixed-price Contract, if awarded, will be made to the lowest responsive and responsible Bidder.
- B.** The basis of award shall be the **Total Bid as submitted on Bid Form 1-B.**
- C.** Unless the Bidder specifies otherwise in the Bid, or the Bid gives notice of an all or none award, VTA may accept any item or group of items of any Bid.
- D.** VTA reserves the right to reject any or all Bids and to waive informalities and minor irregularities in Bids received.

- E.** In the event of a discrepancy between the unit price bid and the price extension, the unit price bid will be deemed intended by the Bidder and the extension will be adjusted accordingly. Failure to list a unit price will result in the Bid being rejected as non-responsive.
- F.** The Bidder whose Bid is accepted shall, within the time established in section 7 above, enter into a written Contract with VTA and furnish the required Certificate of Insurance within five (5) working days of Notice of Award.
- 10. TAXES:** Contractor will be responsible for assessing any and all applicable taxes related to the purchase of, or installation of, materials used as part of this Contract. For material used on a VTA project, the Contractor will assess any and all applicable taxes and will, for purposes of determining transaction or use tax liability, use the VTA job site as the place where “engaged in business”.
- 11. SBE DOCUMENTATION:** All Bidders are required to submit the following documents to the Buyer at the Bid Opening:
- A.** Bid Form 2-A.
 - B.** Bid Form 2-B.
- 12. DISCLOSURE OF BID INFORMATION:** After award, all Bids shall be open to public inspection. VTA assumes no responsibility for the confidentiality of information offered in a Bid.
- 13. DESIGNATED POINT OF CONTACT:** All communications with VTA regarding this IFB shall be in writing (US mail/ email) to the Designated Point of Contact identified below. All emails must indicate in the subject line “IFB P18068 for Fluid Analysis.” No telephone calls will be accepted. Except as otherwise provided herein, no contact will be entertained by the Procurement, Contracts, and Materials Management staff outside of the formal Q&A period, and/or by anyone other than the Designated Point of Contact regarding this IFB.

Any unauthorized contact related to this IFB is not permitted. Any breach of this provision may result in the Bidder’s submittal being deemed non-responsive and may be cause for rejection.

VTA Designated Point of Contact:
Giang Ngo, Buyer II
3331 N. First Street, Bldg. A
San Jose, CA 95134-1906
Giang.ngo@vta.org

STANDARD TERMS AND CONDITIONS
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1. **ACCEPTANCE:** VTA shall not be bound by the terms and conditions stated in these Bid Documents until the Contractor executes and returns to VTA an appropriately signed Contract or accepts deliveries against the purchase order. These Bid Documents shall be deemed incorporated into the Contract, and the Contractor shall be bound by the terms and conditions set forth in these Bid Documents, when it executes and returns said Contract. By entering into the Contract, Contractor shall be deemed to have accepted the terms and conditions set forth herein; any additional or different terms proposed by Contractor shall not be deemed a part the Contract unless expressly assented to in writing by VTA.

2. **TERMINATION AND SUSPENSION:**
 - A. VTA may, by giving at least ten (10) business days' written notice to Contractor, terminate this Contract, or suspend performance hereunder, in whole or in part at any time for VTA's convenience. Contractor shall be compensated in accordance with the terms of this Contract for the Scope of Work satisfactorily performed prior to the effective date and time of termination or suspension. Contractor shall have no right to recover lost profits on the balance of the Scope of Work.

 - B. VTA, by written notice given to Contractor, may declare default in Contractor's performance of any term of this Contract, specifying with particularity the basis for such default. Contractor shall deliver a response thereto in writing to VTA within two (2) business days of receipt of the notice, setting forth a reasonable proposal to cure the default. If Contractor fails to deliver the foregoing response on time or fails to cure the default within ten (10) business days after receipt of the notice (or within such additional time the Parties may agree upon in writing), VTA may elect to terminate this Contract for cause by serving written notice thereof to Contractor.

 - C. In the event of such termination for cause, VTA shall be relieved of any obligation of further payment to Contractor and may complete the remainder of the Scope of Work by itself, or by using an alternative, third party contractor. The additional cost to VTA for completing the Scope of Work shall be deducted from any sum due to the Contractor and the balance, if any, shall be paid to the Contractor upon demand. The foregoing shall be in addition to any other legal or equitable remedies available to VTA.

 - D. If, after termination for failure to fulfill Contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of VTA.

3. **WARRANTY:**
 - A. Contractor expressly warrants that all services covered by this Contract shall conform to the specifications or other descriptions upon which this Contract is based and shall be fit and sufficient for the purpose intended.

- B.** Contractor agrees to re-perform any services not conforming to the foregoing warranty promptly, without expense to VTA, when notified of such nonconformity by VTA. In the event of failure by Contractor to correct defects in or re-perform non-conforming services promptly, VTA, after reasonable notice to Contractor, may make such corrections or re-perform such services and charge Contractor for the cost incurred by VTA thereby.
- C.** VTA may, at its option, require Contractor to grant full refund or credit to VTA, in lieu of re-performance, with respect to any item VTA is entitled to reject hereunder. VTA shall have the right to cancel this order or any partial order if service conforming to specifications shall not be ready at the time and in the quantities herein set forth. The foregoing shall be in addition to any legal remedies available to VTA.
- 3. FORCE MAJEURE:** An event of force majeure refers to an event beyond the control and without the fault or negligence of the Party affected which prevents a Party from complying with any of its obligations under this Contract, including but not limited to:
- Acts of God (such as, but not limited to earthquakes, flood, fire or other physical natural disaster)
 - War, hostilities (whether declared or not), invasion, acts of terrorism, civil war, rebellion, revolution, requisition
 - Contamination by radio-activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel
- A.** Neither Party is responsible for any failure to perform its obligations under this Contract if it is prevented or delayed in performing its obligations by an event of force majeure.
- B.** Where there is an event of force majeure, the Party prevented from or delayed in performing its obligations under this Contract (“Affected Party”) must immediately notify the other Party giving full particulars of the event of force majeure and the reasons for the event of force majeure preventing that Party from, or delaying that Party in, performing its obligations under the Contract, and the Affected Party must use its reasonable efforts to mitigate the effect of the event of force majeure upon its performance of the Contract and must use reasonable efforts to fulfill its obligations under the Contract.
- C.** Upon completion of the event of force majeure, the Affected Party must, as soon as reasonably practicable, re-commence the performance of its obligations under this Contract
- 4. CHANGES:** VTA shall have the right at any time prior to the delivery date of the services or goods to make changes in drawings, designs, specifications, packaging, time and place of delivery and method of transportation. If any such changes cause an increase or decrease in the cost, or the time required for performance, or otherwise affect any other provision of this Contract, a mutually agreed upon adjustment shall be made and this Contract shall be modified in writing accordingly. Any claim by Contractor for adjustment under this clause shall be deemed waived unless made in writing within ten (10) working days after receipt by Contractor of notice of such change. Price increases or extensions of time for delivery shall not be binding on VTA unless evidenced by a written change order executed by an authorized agent of VTA.
- 5. VTA’s PROPERTY:** The Contractor agrees that any documentation and equipment or material, including drawings, patterns and specifications, supplied or paid for by VTA shall be and remain VTA’s properties and shall be held by the Contractor for VTA unless directed otherwise by VTA.

The Contractor will account for such items and keep them in good/working condition and fully covered by insurance at all times without expense to VTA.

6. **ASSIGNMENTS AND SUBCONTRACTING:** This Contract and any payments to be made hereunder may not be assigned, subcontracted or transferred without the prior written approval of VTA.
7. **WAIVER:** VTA's failure to insist on performance of any of the terms or conditions herein or to exercise any right or privilege or VTA's waiver of any breach hereunder shall not thereafter waive any other terms, conditions, rights or privileges.
8. **BANKRUPTCY/INSOLVENCY:** In the event of any proceeding by or against Contractor in bankruptcy, reorganization or insolvency or any assignment for the benefit of creditors or of a receiver, VTA shall have the right, upon written notice to Contractor and without liability, to cancel this Contract with respect to any portion thereof not complete.
9. **ADDITIONAL DOCUMENTS:** All specifications and documents expressly referred to in this Contract are incorporated herein by reference. If such reference is to a portion of such specifications or documents, then only the portions referenced shall be incorporated herein.
10. **COMPLIANCE WITH LAWS:** Contractor warrants that all services performed have been performed in compliance with, and Contractor agrees to be bound by, all applicable federal, state and local laws, orders, rules and regulations.
11. **THIRD PARTIES NOT TO BENEFIT:** This Contract is binding upon and shall inure to the benefit of the parties hereto and their successors and permitted assigns, but shall not inure to the benefit of any third party or other person.
12. **AUDIT AND RECORDS:**
 - A. Contractor shall maintain, in accordance with generally accepted accounting principles and practices, complete books, accounts, records and data with respect to actual time devoted and costs incurred for services under this Contract. Such documentation shall be supported by properly executed payrolls, invoices, contracts and vouchers evidencing in detail the nature and propriety of any charges and sufficient to allow a proper audit of the services. All checks, payrolls, invoices, contracts and other accounting documents pertaining in whole or in part to the services shall be clearly identified and readily accessible.
 - B. For the duration of the Contract, and for a period of three (3) years thereafter, VTA, its representatives and the state auditor shall have the right to examine and audit during successful Bidder normal business hours these books, accounts, records, data and other relevant information to the extent required to verify the costs incurred hereunder where such costs are the basis for billings under this Contract.
13. **PROHIBITED INTERESTS:**
 - A. **SOLICITATION:** Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Contract and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or

any other consideration, contingent upon or resulting from the award or making of the Contract. For breach or violation of this warranty, VTA shall have the right to rescind this Contract without liability.

B. INTEREST OF PUBLIC OFFICIALS: No Board Member, officer or employee of the VTA during his or her tenure or for two years thereafter shall have any interest, direct or indirect, in this Contract or the proceeds thereof.

C. INTEREST OF THE CONTRACTOR: The Contractor covenants that neither it nor its officers, directors or agents, presently has any interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The Contractor further covenants that in the performance of this Contract no person having any such interest shall knowingly be employed.

14. NONDISCRIMINATION: During performance of this Contract Contractor its employees and sub-Bidders shall not unlawfully discriminate, harass or allow harassment against any person because of race, religious creed, color, sex, gender, gender identity, gender expression, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer), genetic information, marital status, age (over 40), sexual orientation or military and veteran status, and the denial of family care leave. Contractor shall ensure that the evaluation and treatment of its employees and applicants for employment are free of such discrimination and harassment.

15. CONFIDENTIALITY AND PUBLICITY: Without the written consent of VTA, Contractor shall not disclose to third parties other than its employees or authorized sub-Bidders or disclose or use for any purpose other than performance of the services any information provided to Contractor by VTA in connection with performance of this Contract, or any information developed or obtained by Contractor in the performance of this Contract, unless: (1) the information is known to Contractor prior to obtaining same from VTA or performing services under this Contract; (2) the information is, at the time of disclosure by Contractor, then in the public domain; or (3) the information is obtained by or from a third party who did not receive it, directly or indirectly, from VTA and who has no obligation of confidentiality with respect thereto.

16. SEVERABILITY: If any of the provisions or portions or applications thereof of this Contract are held to be unenforceable or invalid by any court of competent jurisdiction, VTA and Contractor shall negotiate an equitable adjustment in the provisions of the Contract with a view toward effecting the purpose of this Contract, and the validity and enforceability of the remaining provisions or portions or applications thereof shall not be affected thereby.

17. NOTICES: Notices provided for under this Contract shall be provided in writing and addressed to VTA's authorized representative.

18. INDEPENDENT CONTRACTOR: Contractor is an independent Contractor and not the agent or employee of VTA in performing its services under this Contract.

19. ENTIRE CONTRACT: This Contract constitutes the entire contract between VTA and Contractor relating to the subject matter hereof and supersedes any previous contracts or understandings, oral or written.

20. **AMENDMENT:** Except as expressly provided herein, the provisions of this Contract shall not be altered, modified or amended except through the execution of a written amendment executed by VTA and Contractor.

21. **DAYS:** For purposes of this Contract, all references herein to “day” shall mean calendar day, unless specified otherwise. All references to “calendar day” shall mean any day, including Saturday, Sunday and all legal holidays. All references to “working day” shall mean any business day, excluding Saturdays, Sundays and legal holidays.

22. **GOVERNING LAW:** The laws of the State of California will govern these terms and conditions, as well as any claim that might arise between Contractor and VTA, without regard to conflict of law provisions.

23. **FORUM SELECTION:** Contractor will resolve any claim, cause of action or dispute (collectively “claim”) that Contractor has with VTA arising out of or related to this Contract in a state or federal court located in Santa Clara County, California. Contractor agrees to submit to the personal jurisdiction of the courts located in Santa Clara County, California for the purpose of litigating all such claims.

24. **INDEMNIFICATION:**

A. INDEMNITY AND DEFENSE OF CLAIMS:

1. General Indemnification and Defense of Claims:

- i. Contractor must indemnify and hold harmless VTA, any public agencies within whose jurisdiction, on whose behalf, or on whose property the Contract is being performed, any party VTA is contractually obligated to identify in this Contract as an indemnitee, and each of their respective Board of Directors, Board of Supervisors, Councils, individual board members, officers, agents, employees, and consultants (each an “Indemnitee”; collectively, the “Indemnitees”) from and against any claims, liabilities, losses, injuries, damages, expenses, fines, penalties, liens, or fees and costs (including reasonable attorneys’ and experts’ fees and costs) (each, a “Claim” and collectively, the “Claims”) arising out of, pertaining to, caused by, or in any way relating to the performance of this Contract, including compliance or non-compliance with the terms of this Contract, by Contractor and/or its agents, employees, suppliers, or subcontractors, whether such Claims are based upon a contract, personal injury, death, property damage, or any other legal or equitable theory whatsoever.
- ii. Contractor must, at its own expense, and upon written request by VTA or any individual Indemnitee, immediately defend any suit, action, proceeding, dispute, or demand brought against any Indemnitee founded upon, alleging, or implicating any Claims covered by Contractor’s indemnity obligation set forth above in subparagraph (i) immediately above and regardless of whether Contractor and/or any of its agents, employees, suppliers, or subcontractors, was, in fact, liable. In the event a court of competent jurisdiction determines that any suit, action, claim, or demand brought against any Indemnitee was caused by the sole or active negligence or willful misconduct by VTA or its agents, servants, or independent contractors who are acting on behalf of VTA, VTA shall promptly reimburse Contractor for costs of defending the Indemnitees in such action incurred by

Contractor, but only in proportion to the sole or active negligence or willful misconduct of VTA or its agents, servants, or independent contractors who are acting on behalf of VTA.

2. Infringement Indemnification and Defense of Claims:

- i. Contractor must indemnify and hold harmless the Indemnitees from and against any and all Claims which may be suffered by, incurred by, accrued against, charged to, or recoverable from any Indemnitee, by reason of any Claim arising out of or relating to any actual or alleged infringement of any intellectual property rights (including but not limited to patents, copyrights, trade secrets, service marks, and trademarks) by the goods and/or services provided by Contractor hereunder (referred to as “Goods” and “Services” for purposes of this Infringement Indemnification and Defense of Claims provision), or use of any of the aforementioned.
- ii. Contractor must, at its own expense, and upon written request by VTA or any individual Indemnitee, immediately defend any suit, action, proceeding, dispute, or demand brought against any Indemnitee founded upon, alleging, or implicating any claims, liabilities, losses, injuries, damages, expenses, fines, penalties, or fees and costs covered by Contractor’s indemnity obligation set forth in subparagraph (i) immediately above and regardless of whether Contractor and/or any of its agents, employees, or subcontractors did, in fact, infringe any intellectual property rights.
- iii. If any part of the Goods and/or Services is, or in Contractor’s reasonable judgment is likely to be, claimed to infringe, misappropriate, or otherwise violate any third-party intellectual property right, Contractor must, at its expense and option, do one of the following: (a) procure for VTA the necessary right to continue using the Goods and/or Services; (b) replace or modify the infringing portion of the Goods and/or Services with a functionally equivalent item or portion thereof, or (c) if none of the foregoing are commercially reasonable, Contractor may terminate this Contract upon written notice to VTA, take back any infringing portion of the Goods, and refund to VTA a pro-rated amount of any fees paid for the infringing portion of the Goods and/or Services. The remedies set forth in this subparagraph (iii) are in addition to, and not in lieu of, all other remedies that may be available to VTA, including the indemnification rights under this Indemnity and Defense of Claims provision.
- iv. Contractor will have no liability or obligation hereunder with respect to any Claim to the extent the Claim is based upon (i) modifications, alterations, combinations, or enhancements by VTA of the Goods and/or Services that is not authorized by Contractor or (ii) VTA’s continuation of allegedly infringing activity after being notified thereof.
- v. **Infringement Indemnification Procedures:** Contractor’s obligations under the Infringement Indemnification and Defense of Claims section are expressly conditioned on the following: VTA shall (a) promptly notify Contractor in writing of any such Claim of which VTA has actual knowledge (provided that failure to do so will only release Contractor from the foregoing indemnification and defense obligations to the extent that such failure led to material prejudice), (b) in writing, grant Contractor sole control of the defense of any such Claim and of all negotiations for its settlement or compromise (provided that no such settlement or compromise may impose any liability or other obligations on VTA), and (c) reasonably cooperate with Contractor to facilitate the

settlement or defense of the Claim. Notwithstanding the foregoing, VTA may participate, at VTA's own expense, in the defense of such Claim.

3. **Survival:** This Indemnity and Defense of Claims provision will survive the expiration or termination of this Contract and remain in full force and effect.

**SPECIAL CONDITIONS
P18068
FLUID ANALYSIS**

1. **COMPENSATION:** As full consideration for the satisfactory performance of the Contract by the Contractor, VTA shall pay to the Contractor amounts designated in Bid Form 1-B – Schedule of Prices and Estimated Quantities.

2. **QUANTITY:**

The Contractor agrees Bid price(s) apply to any quantity purchased under this Contract and such prices are guaranteed for the term of the Contract unless otherwise agreed by both parties in writing.

3. **TAXES:** Sales tax (when applicable) shall be included in the bid as a separate line item.

4. **INVOICING AND PAYMENTS:**

A. Contractor shall submit its invoice for payment to the address listed below for the services provided, which have been accepted by VTA.

**VTA ACCOUNTS PAYABLE
3331 NORTH FIRST STREET, BUILDING A
SAN JOSE, CA 95134-1906**

**or
VTAAccountsPayable@VTA.org**

B. Payments will be made to the Contractor within thirty (30) days following receipt of a complete and properly prepared invoice.

C. Payment will be considered to have been made on the date VTA mails payment.

D. Discounts offered by Contractor for early payment will be taken by VTA if payment is made within the discount period specified.

E. VTA shall not be responsible for late payment charges unless they are an express part of this Contract.

F. Upon completion of this Contract, the final payment shall be made on determination by VTA that all requirements hereunder have been completed, and such determination shall not be unreasonably delayed.

5. **LIQUIDATED DAMAGES:** [OMITTED].

6. **PREVAILING WAGES:** Contractor must comply with the prevailing wage requirements set forth in Exhibit N.

**SCOPE OF WORK
P18068
FLUID ANALYSIS**

A. PURPOSE:

VTA operates in excess of 400 transit buses, 100 light rail vehicles, and various support vehicles ranging from passenger vehicles to heavy duty hi-rail trucks. Additionally, VTA has contracts with service providers for specialized transit services. It is the intention of VTA to perform fluids sample analysis from the various vehicles on a regular basis to (i) determine the condition of the fluids and the equipment, (ii) prevent premature equipment failure, and (iii) assist VTA in the development and/or modification of preventative and predictive maintenance programs. Intervals for sampling will be established for most of the equipment that will correspond with major preventative maintenance inspections, random quality inspections, and testing.

B. DELIVERABLES:

Contractor will provide VTA will the following deliverables pursuant to the schedule and delivery requirements set forth herein:

- Engine Oil
- Transmission Fluid
- Hydraulic Fluid
- Axle Lubrication
- AC Compressor Oil
- EP-2 Grease
- Diesel Fuel
- Coolant
- Gear Lubricant
- Brake Compressor Oil

C. SERVICE LOCATIONS:

See Attachment A for pick-up locations and Attachment B for sampling locations, contacts, and release numbers.

D. WORK TO BE PERFORMED:

Contractor will provide a complete fluid analysis program for VTA-owned-and-operated equipment, as well as for equipment operated by VTA contractors for performance of services for VTA. Contractor shall (i) provide all the necessary materials for fluid analysis, (ii) pick up fluid samples at VTA-designated locations, (iii) provide laboratory analysis services of the fluid samples collected from VTA equipment, and (iv) report the appropriate information to VTA after all analysis is complete. Specifically, Contractor shall provide reports on the following information/details:

- The quality and condition of the sample fluid received
- The potential cause for the fluid condition if other than normal
- Recommended actions to eliminate potential premature failures
- Recommended actions for preventative and predictive maintenance programs

- Assistance in problem diagnosis related to fluids
- Appropriate training for maintenance personnel to assure program is successful

Additionally, Contractor will maintain historical data, tracking and trend analysis, and other appropriate reports as required for an effective fluid analysis program.

E. FLUID PICK UP, ANALYSIS, AND REPORTING:

Contractor shall pick up fluid samples, analyze fluid samples, and report the results for the type of fluids as listed in the product list set forth in Section I of this Scope of Work (**ANALYSIS SPECIFICATIONS**). Additionally, Contractor shall provide all the necessary services to support VTA’s fluid analysis needs.

i. Fluid sample pick up:

Contractor is responsible for picking up samples to be analyzed from VTA-designated locations. Contractor shall provide all necessary materials, equipment, etc. to pick up the fluid samples, as well as a complete written procedure for the pick-up program. **The proposed pickup program shall be described in the bid documents and will require VTA’s approval.**

A pick-up boxes (boxes in which the fluid samples are deposited) is required and Contractor is responsible for providing and installing such pick-up boxes of sufficient size to meet VTA’s requirements. The pick-up boxes will be placed in locations that are acceptable to the appropriate VTA Maintenance Departments. The pick-up boxes will be clearly identified as to their use, contents, provider (company) name, and pick-up schedule. The pickup boxes must meet all federal, state, and local government requirements regarding containment, marking, hazardous waste, disposal, spillage, and etc.

Fluid sample pick up schedule:

Contractor shall pick up fluid samples from the VTA-designated pick-up locations three times per week on every Monday, Wednesday, and Friday (including holidays) between the hours of 5am and 11pm. The specific pick-up times must be coordinated with VTA for safety and security reasons.

Contractor shall provide a list of pick-up personnel to VTA no later than 10 business days after the Contract Effective Date. If VTA, in its sole discretion, determines the Contractor pick-up personnel are not satisfactory, VTA may require Contractor to immediately replace such personnel and provide a new list of the replacement pick-up personnel to VTA. Contractor must inform VTA in writing of any changes to pick-up personal immediately following such change.

The list of designated pick-up locations is provided in Attachment A.

ii. Fluid sample analysis:

Contractor will analyze samples in accordance with the requirements and specifications set forth herein.

Contractor will categorize the analysis results as follows (choosing one category for each analysis):

NORMAL = The sample analyzed was within test specifications and expected trends.

ABNORMAL = The sample analyzed was not within test specifications and expected trends, but did not indicate imminent danger of failure of the part from which the sample was taken.

CRITICAL = The sample analyzed was not within test specifications and indicated imminent danger of failure of the part from which the sample was taken.

Contractor will perform on the services and tests explicitly called for in this Contract. Services or tests performed, which are not covered or described herein, will not be approved for payment under this Contract. Services other than described herein must be approved and agreed to in writing in advance by VTA.

Should a question arise as to whether or not a service or test is covered by this Contract, Contractor will contact the VTA before proceeding with such test.

iii. Analysis completion time:

Contractor shall complete the tests required to analyze the sample(s) submitted **within twenty-four (24) hours of sample pick up.**

iv. Reporting of analysis results:

Contractor's reporting of the analysis results is of the crucial for effective equipment maintenance. Contractor's report for each sample analyzed must include all the results of the tests required in the Test Specifications for the sample, as set forth in Section I of this Scope of Work (ANALYSIS SPECIFICATIONS).

v. Report format:

Contractor will provide results in both written and electronic format.

Contractor's written report must include the results of the test as well as the results of the 4 previous tests for that particular equipment and fluid.

Contractor will make all test results available to VTA in a secure electronic format within 24 hours of sample pick up.

vi. Summation and presentation of tests results:

Contractor will provide an individual report for each fluid sample and specify the assigned equipment from which the sample was removed. For trend review purposes; Contractor must list, in chronological order, the last 4 test results in each report.

Contractor's report must identify the sample analyzed and include the following information:

1. Name "Santa Clara Valley Transportation Authority" or VTA on the report
2. VTA "division" or "site" name (e.g. Chaboya Division, Cerone Division, North Division)

3. Product sample type and brand analyzed (e.g. engine oil & Chevron Delo 400 15W40)
4. Source of sample, including VTA vehicle number and component description (e.g. bus no. xxxx, Gillig Cummins M11)
5. Unit time (typically miles but can be hours for some equipment)
6. Fluid time (typically miles but can be hours for some equipment)
7. Date sample was picked up
8. Date sample was analyzed
9. Results of required tests
10. Recommendations/comments

The recommendation/comments section of Contractor's report must provide information of unusual tests results, proposed actions to correct the situation leading to the unusual test results, the urgency/critical nature of the situation, and the next sample period.

The listing of sampling locations, and VTA contact information is provided in Attachment "B".

vii. Notification and distribution of results and reports:

In the event of **NORMAL** or **ABNORMAL** test results:

Contractor will deliver a written report to VTA within forty-eight (48) hours after sample pick up. Contractor will provide one (1) copy of the report to the appropriate VTA facility superintendent and/or designee and one copy to VTA Quality Assurance (QA)/Warranty unit.

In the event of **CRITICAL** test results:

Contractor shall notify VTA as follows: Within 48 hours of sample pick up and between the hours of 8:00 a.m. and 5:00 p.m., Contractor shall notify both the appropriate VTA division and the VTA Quality Assurance Specialist of the test results by e-mail. Contractor will follow this up by delivering a copy of the written report of results to the appropriate VTA superintendent and/or designee within 48 hours of sample pick up.

viii. Monthly reporting of analysis results:

Contractor will submit monthly reports to VTA on the 10th of every month. Contractor's monthly reports must summarize the testing completed within the past month.

Contractor's monthly reports must be organized to present results as follows:

1. Sorted by VTA Operations Divisions
2. Sorted by results category (i.e., Normal/Abnormal/Critical)
3. Sorted by equipment make and model (e.g. 1997 Gillig Cummins M11)
4. Sorted by VTA vehicle number, then by component description and location and serial number, if applicable
5. Sorted in a manner to enable VTA to identify failure trends and potential problem areas.

Contractor will distribute a hard copy of the monthly reports to the following VTA personnel:

Santa Clara Valley Transportation Authority

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Quality Assurance & Warranty Administration
3331 North First Street
San Jose, Ca. 95134-1906
Attention: Quality Assurance Specialist
One (1) copy

ix. Record retention:

Contractor shall retain a complete file of test data as detailed above until at least 6 months following Contract expiration or termination (unless otherwise directed by VTA in writing), and Contractor will have the files available for VTA during this time. To maintain a minimum history period, Contractor shall load data from the last two samples for each vehicle from VTA's previous contractor providing the services described herein.

F. SUPPLIES:

Contractor shall provide all the necessary supplies and tools as may be required for the fluid analysis called for hereunder. These supplies and tools include, but are not limited to, sample bottles, extraction tools, extraction tubing, labels, and etc.

i. Sample Bottles:

VTA currently operates equipment equipped with and without Titan OD 1014 probalizer fittings. Contractor's sample bottles should be such as to be able to handle both configurations.

ii. Labels:

Contractor shall provide labels for samples, and such labels must at the minimum contain the following fields to be filled in:

- a. VTA Division
- b. VTA vehicle (Bus/LRV) number
- c. Component description/location
 - i. Component serial number
 - ii. Date of sample pick up
- d. Equipment unit miles
- e. Fluid miles
- f. Amount of fluid added since last sample

Entry fields on such labels must be sufficient in size for legible information entry.

G. CONTRACT COORDINATOR:

Contractor shall identify one (1) of her/his personnel to act as contract coordinator ("Contract Coordinator") with VTA for the term of the Contract. The Contract Coordinator must be thoroughly familiar with all of the requirements of VTA's Contract and the testing required and must be able and available to answer VTA's questions and resolve any problems that may arise. Contractor shall

provide the Contract Coordinator's name, address, telephone number, fax, and e-mail address to VTA within forty-eight (48) hours of VTA's request of such.

In addition, Contractor shall identify an additional person who will fulfill these duties when the Contract Coordinator is ill, on vacation, or otherwise unavailable.

H. TRAINING: Contractor shall provide general training, full analysis training, and refresher training for VTA employees.

i. General training:

Contractor shall provide on-site or online training (per VTA's direction) and instruction to VTA personnel (to be identified by VTA) at each VTA division on how to (i) use equipment and obtain good samples for analyses, (ii) access the electronic format database, and (iii) interpret results, all based on VTA requirements. Contractor will conduct training between the hours of 6:30 AM and 7:00 PM to fit the need of VTA's employees on different shifts, at locations to be specified by VTA. None of the general training sessions will exceed 4 hours. Class sizes will not exceed 25 people.

ii. Full analysis training:

Contractor shall provide full analysis-type training for specific VTA employees (as identified by VTA). This training will include fluid testing process, trend analysis, root cause analysis, predictive maintenance analysis, and other testing types available. The estimated number of VTA employees to be trained for this requirement is 30. Contractor will conduct training either on site at VTA or within 50 miles of Santa Clara County (per VTA's direction).

iii. Refresher training:

Contractor shall provide refresher training annually for the life of this Contract. Contractor's refresher training will be on site at VTA and will be for approximately 50 people, covering the "general training" material outlined above.

If there is a significant change in the software programs, database, or process (as applicable) used during the life of the Contract, Contractor shall provide VTA on-site update training to approximately 150 people at no additional charge to VTA.

iv. Training program:

Contractor shall submit a training program and schedule for VTA review and approval within 15 days of the Effective Date (as defined in the Contract). General training must be completed within 60 days of commencement of sampling.

I. ANALYSIS SPECIFICATIONS:

Contractor must analyze a variety of different fluids. Contractor's analysis must be accurate and consistent. Contractor's analysis results for identical samples must not vary more than the following:

- i.** Solids, water contamination to within 15%.

- ii. Fuel dilution, neutralization number, viscosity and wear metals to within 3%.

Sample types to be analyzed by Contractor include the following:

Engine oil (diesel and gasoline engines)	Compressor oils
Transmission fluid	Coolant
Hydraulic fluid	Diesel fuel
Gear lubricants/oils	Grease

VTA presently uses the following materials. The specific supplier and/or brand is subject to change without notice. Additionally, fluids may be added as required.

Bus Specific Fluid

Fluid	Types and Area Used
Engine oil SAE 5W-30	Transit bus engines and support trucks 76 Super Synthetic Blend Motor Oil,
Engine oil SAE 10W-30	Support vehicle engines and power steering system 76 Super Synthetic Blend Motor Oil,
Allison Transynd	Transit bus and support vehicle transmissions
SAE 10W30	Wheelchair lift hydraulics-76 Super Synthetic Blend Motor Oil,
Aviation “A” H-5606A	Wheelchair lift hydraulics Aviation Hydraulic Fluid H-5606A
SAE 85W-140	Axle lubrication 76 MP Gear Lube,
Phillips Conoco-Phillips Multiplex Red	Hi Temp chassis lubricant Grease
Diesel Fuel #2	California diesel fuel, low sulfur, 15ppm
Coolant	AES Ethylene Glycol engine coolant with Nalcool additives
AC Compressor Oil – R22	Thermo King 67-404 Synthetic
AC Compressor Oil – R 134a	Thermo King 203-413 Ester

Light Rail Specific Fluids

Fluid	Types
SAE 75W90 Gear Lubricant	Mobil Mobilube SAE 75W-90
Compressor Oil	Kendall 7013
Brake Cylinder Lube	Royco 782
Hi Temp Lubricant	Aeroshell No. 6
Traction Motor Grease	Mobilith SHC 220

1. Engine oil analysis:

This specification sets forth the minimum requirements for the laboratory analysis of fluids as used in the engines of VTA transit buses, support vehicles, and contracted vehicles. This includes, but is not limited to diesel engines manufactured by Cummins Engine Company and Detroit Diesel Corporation, and gasoline engines manufactured by Ford, Chrysler, and General Motors Corporations. The oil samples to be tested by Contractor will include those taken from the original shipping containers, oil storage tanks, and the engines. Contractor

will test engine oil samples on a regular basis, or more frequently as circumstances may require. VTA will establish a sampling schedule that will correspond with major preventative maintenance inspections.

Contractor will conduct the following analyses on each engine oil sample submitted by VTA for laboratory analysis:

- i. **Fuel Dilution:** Fuel dilution will be tested using infrared with results reported to 0.5% by volume.
- ii. **Soot:** Soot levels will be tested using ASTM D-5967 tests.
- iii. **Water Contamination:** Water contamination will be tested using the crackle tests and will be measured to less than 0.05% volume. If greater precision is requested by VTA for individual samples, Contractor must be able to determine percent of water by volume using ASTM D-95 or D-1744.
- iv. **Neutralization Number:** The neutralization number will be expressed as Total Base Number (TBN). The neutralization number will be determined by use of the modified ASTM D-664 test.
- v. **Viscosity:** Viscosity will be determined using the Kinematic Method, modified ASTM D-445 and will be reported in centistokes (cSt.)
- vi. **Wear Metals and other Contaminants:** Wear metals and other contaminants will be determined using direct central processing unit interfaced emission spectroscopy. Levels of contamination will be measured in parts per million (PPM) by weight. Contaminants to be measured include the following: aluminum, barium, boron, calcium, chromium, copper, iron, lead, magnesium, nickel, phosphorous, silicon, silver, sodium, tin, and, zinc.
- vii. **Glycol Contamination:** Check for the presence of glycol using ASTM D-2982.

In addition, Contractor will perform testing for sulfated ash on an “as requested” basis using ASTM D-874.

2. Automatic Transmission Fluid Analysis:

This specification sets forth the minimum requirements for the laboratory analysis of fluids as used in the automatic transmissions of VTA transit buses, support vehicles, and contracted vehicles. The relevant transmissions will include, but not be limited to those manufactured by Allison Transmission Division, of General Motors Corporation, Voith Transmissions, General Motors, Ford, and Chrysler. The oil samples to be tested by Contractor will include those taken from the original shipping containers, oil storage tanks, and the transmissions. Contractor will test transmission oil samples on a regular basis, or more frequently as circumstances may require. VTA will establish a sampling schedule that will correspond with major preventative maintenance inspections.

Contractor will conduct the following analyses on each transmission oil sample submitted by for laboratory analysis:

- **Fuel Dilution:** Fuel dilution will be tested using infrared with results reported to 0.5% by volume.
- **Solids:** Solids will be tested using the modified ASTM D91 tests and will be measured to 0.10% by volume.
- **Water Contamination:** Water contamination will be tested using the crackle tests and will be measured to less than 0.05% volume. If greater precision is requested by VTA for individual samples, Contractor must be able to determine percent of water by volume using ASTM D-95 or D-1744.
- **Acid Number:** The amount of acidic products present will be expressed as Total Acid Number (TAN). The acidic products present will be determined by use of the ASTM D-664 test.
- **Viscosity:** Viscosity will be determined using the Kinematic Method, modified ASTM D-445 and will be reported in centistokes (cSt.)
- **Wear Metals and other Contaminants:** Wear metals and other contaminants will be determined using direct CPU interfaced emission spectroscopy. Levels of contamination will be measured in parts per million (PPM) by weight. Contaminants to be measured include the following: aluminum, barium, boron, calcium, chromium, copper, iron, lead, magnesium, nickel, phosphorous, silicon, silver, sodium, tin, and, zinc.
- **Glycol Contamination:** Check for the presence of glycol using ASTM D-2982.

3. Hydraulic oil analysis:

This specification sets forth the minimum requirements for the laboratory analysis of fluids as used in the hydraulic systems of VTA transit buses, support vehicles, and contracted vehicles. The hydraulic systems include, but are not limited to wheel chair lift hydraulics, power steering systems, and fan drives. The oil samples to be tested by Contractor will include those taken from the original shipping containers, oil storage tanks, and the systems. Contractor will test oil samples on a regular basis, or more frequently as circumstances may require. There are no plans to institute a specific sampling schedule at this time.

Contractor will conduct the following analyses on each oil sample submitted by VTA for laboratory analysis:

- **Solids:** Solids will be tested using the modified ASTM D91 tests and will be measured to 0.10% by volume.
- **Water Contamination:** Water contamination will be tested using the crackle tests and will be measured to less than 0.05% volume.

- **Acid Number:** The amount of acidic products present will be expressed as Total Acid Number (TAN). The acidic products present will be determined by use of the ASTM D-664 test.
- **Viscosity:** Viscosity will be determined using the Kinematic Method, modified ASTM D-445 and will be reported in centistokes (cSt.)
- **Wear Metals and other Contaminants:** Wear metals and other contaminants will be determined using direct CPU interfaced emission spectroscopy. Levels of contamination will be measured in parts per million (PPM) by weight. Contaminants to be measured include the following: aluminum, barium, boron, calcium, chromium, copper, iron, lead, magnesium, nickel, phosphorous, silicon, silver, sodium, tin, and, zinc.

In addition, Contractor will perform the following testing on an “as requested” basis:

<u>Test</u>	<u>ASTM Test Method</u>
Water Contamination	D95 or D1744
Infrared Scan	

4. Gear box oil analysis:

This specification sets forth the minimum requirements for the laboratory analysis of fluids as used in the gear boxes of VTA light rail cars, including, but not limited to those manufactured by Thyssen, B.S.I. The oil samples to be tested by Contractor will be taken from the gearboxes. Contractor will test gear box oil samples on a regular basis or more frequently as circumstances may require. VTA will establish a sampling schedule that will correspond with major preventative maintenance inspections.

Contractor will conduct the following analyses on each transmission oil sample submitted by VTA for laboratory analysis:

- **Solids:** Solids will be tested using the modified ASTM D91 test and will be measured to 0.10% by volume.
- **Water Contamination:** Water contamination will be tested using the crackle tests and will be measured to less than 0.05% volume.
- **Acid Number:** The amount of acidic products present will be expressed as Total Acid Number (TAN). The acidic products present will be determined by use of the ASTM D-664 test.
- **Viscosity:** Viscosity will be determined using the Kinematic Method, modified ASTM D-445 and will be reported in centistokes (cSt.)
- **Wear Metals and other Contaminants:** Wear metals and other contaminants will be determined using direct CPU interfaced emission spectroscopy. Levels of contamination will be measured in parts per million (PPM) by weight. Contaminants to be measured include the following: aluminum, barium, boron, calcium, chromium, copper, iron, lead, magnesium, nickel, phosphorous, silicon, silver, sodium, tin, and, zinc.

In addition, Contractor will perform the following testing on an “as requested” basis:

<u>Test</u>	<u>ASTM Test Method</u>
Water Contamination	D95 or D1744
Infrared Scan	

5. Diesel fuel analysis:

This specification sets forth the minimum requirements for the laboratory analysis of diesel fuel. The sources of the diesel fuel samples include, but are not limited to, bus fuel tanks, fuel storage tanks, and delivery trucks. Contractor’s analysis will be used to:

- Ensure that the fuel delivered to VTA meets state & federal specifications;
- Ensure that the fuel in storage tanks meets state & federal specifications;
- Ensure that the fuel is not contaminated in any manner and determine the condition of fuel in storage tanks;
- Determine the type, source, and extent of contamination should fuel be contaminated;
- Determine the most effective means to remedy the situation.

Laboratory analysis of diesel fuel:

The sample supplied by VTA will be a petroleum distillate conforming to ASTM-D975 and other applicable ASTM test standards for diesel fuel oil. The fuel will be used in, but not restricted to, transit buses (Detroit Diesel Corporation, Cummins Engine Company).

Contractor’s laboratory testing will consist, per VTA’s request, of either a “FULL TEST PACKAGE” or a “PARTIAL TEST PACKAGE”.

A “FULL TEST PACKAGE” will include of the following:

<u>TEST</u>	<u>ASTM TEST METHOD</u>
API gravity	D287
Ash	D93
Carbon residue	D189
Cetane index	D976
Cloud point/pour point	D2500/D97
Copper corrosion	D130
Distillation	D86
Flash point	D93
Sulfur	D5453-93
Viscosity	D445 and D2161
Water and sediment	D1796
Microorganisms	
Color	
Alkali or mineral acid	
Appearance and Odor (as in Partial Test Package)	

A “PARTIAL TEST PACKAGE” will consist of the following:

<u>TEST</u>	<u>ASTM TEST METHOD</u>
API gravity	D287
Appearance and odor	
Cetane index	D976
Cloud point	D2500
Distillation	D86
Flash point	D93
Sulfur	D5453-93
Viscosity	D445 and D2161
Water and sediment	D1796

6. Compressor oil sample:

This specification sets forth the minimum requirements for the laboratory analysis of oil as used in the air compressors of VTA light rail cars. Knorr manufactures the air compressor. The oil samples to be tested by Contractor may include “new” or “fresh” samples, as well as “used” samples drawn from working/active air compressors. Contractor will test such oil samples as required by VTA. There are no plans to institute a specific sampling schedule at this time.

Contractor will conduct the following analyses on each compressor oil sample submitted by VTA for laboratory analysis:

- **Solids:** Solids shall be tested using the modified ASTM D91 tests and shall be measured to 0.10% by volume.
- **Water Contamination:** Water contamination shall be tested using the crackle tests and shall be measured to less than 0.05% volume.
- **Neutralization Number:** The neutralization number shall be expressed as Total Base Number (TBN). The neutralization number shall be determined by use of the modified ASTM D-664 test.
- **Viscosity:** Viscosity shall be determined using the Kinematic Method, modified ASTM D-445, and, shall be reported in centistokes (cSt.)
- **Wear Metals and other Contaminants:** Wear metals and other contaminants shall be determined using direct CPU interfaced emission spectroscopy. Levels of contamination shall be measured in parts per million (PPM) by weight. Contaminants to be measured include the following: aluminum, barium, boron, calcium, chromium, copper, iron, lead, magnesium, nickel, phosphorous, silicon, silver, sodium, tin, and, zinc.

In addition, Contractor will perform the following testing on an “as requested” basis:

<u>Test</u>	<u>ASTM Test Method</u>
Water Contamination	D95 or D1744
Infrared Scan	

7. AC Compressor oil sample:

This specification sets forth the minimum requirements for the laboratory analysis of oil as used in the air conditioning (AC) compressors. The oil samples to be tested by Contractor may include “new” or “fresh” samples, as well as “used” samples drawn from working/active AC compressors. Contractor will test such compressor oil samples as required by VTA. There are no plans to institute a specific sampling schedule at this time.

Contractor will conduct the following analyses on each compressor oil sample submitted by VTA for laboratory analysis:

- **Color:** Visual indication of color abnormality.
- **Acidity:** The acidity of the oil will be tested to determine the condition of the oil and water contamination.
- **Viscosity:** Viscosity will be determined using the Kinematic Method, modified ASTM D-445 and will be reported in centistokes (cSt.)
- **Wear Metals and other Contaminants:** Wear metals and other contaminants will be determined using direct CPU interfaced emission spectroscopy. Levels of contamination will be measured in parts per million (PPM) by weight. Contaminants to be measured include the following: aluminum, barium, boron, calcium, chromium, copper, iron, lead, magnesium, nickel, phosphorous, silicon, silver, sodium, tin, and, zinc.

8. Engine Coolant:

This specification sets forth the minimum requirements for the laboratory analysis engine coolant. The coolant samples to be tested by Contractor may include “new” or “fresh” samples, as well as “used” samples drawn from vehicle cooling systems (radiators). Contractor will test coolant samples as required by VTA. There are no plans to institute a specific sampling schedule at this time.

Contractor will conduct the following analyses on each coolant sample submitted by VTA for laboratory analysis:

- **Color:** Visual indication of color abnormality.
- **Antifreeze Content:** The coolant will be tested for antifreeze content in percent.
- **Inhibitor Content:** Inhibitor content will be determined including Nitrites, Nitrates, Silicon, Boron in ppm.
- **Corrosive Contaminants:** Testing will include testing for Chloride and Sulfate in ppm.
- **Wear Metals and other Contaminants:** This testing will include testing for lead, iron, aluminum and copper in ppm.
- **Physical Properties:** This testing will include testing for pH, reserve alkalinity, freeze point in degrees F., boiling point, and conductivity.

ATTACHMENT A- PICK UP LOCATIONS

The following are the designated fluid sample pick up locations for VTA:

Cerone Minor Maintenance
3990 Zanker Road
San Jose, Ca. 95134

Cerone Overhaul & Repair
3990 Zanker Road
San Jose, Ca. 95134

North Maintenance
1235 L'Avenida
Mountain View, Ca. 94040

Chaboya Maintenance
2240 S. Seventh St.
San Jose, Ca. 95112

Guadalupe Maintenance
101 W. Younger Ave.
San Jose, Ca. 95110

ATTACHMENT B- SAMPLING LOCATIONS AND CONTACTS

Cerone Minor Maintenance
Superintendent: Mida Smith
Email: Mida.Smith@VTA.org
Tel: 408-546-7726
3990 Zanker Road
San Jose, Ca. 95134

Cerone Overhaul & Repair
Superintendent: Chris Finstad
Email: Chris.Finstad@VTA.org
Tel: 408-546-7731
3990 Zanker Road
San Jose, Ca. 95134

Cerone Support Shop (NRV)
Superintendent: Chris Finstad
Email: Chris.Finstad@VTA.org
Tel: 408-546-7731
3990 Zanker Road
San Jose, Ca. 95134

North Maintenance
Superintendent: Jay Petty
Email: Jesse.Petty@vta.org
Tel: 408-546-7310
1235 L'Avenida
Mountain View, Ca. 94040

Chaboya Maintenance
Superintendent: Robe11 Borchers
Email: Robeti.Borchers@VTA.org
Tel: 408-546-7867
2240 S. Seventh St.
San Jose, Ca. 95112

Guadalupe Maintenance
Superintendent: Phil Sharp
Email: Phil.Sharp@vta.org
Tel: 408-546-7664
101 W. Younger Ave.
San Jose, Ca. 95110

Quality Assurance Specialist: Jason Esquivel
Email: Jason.Esquivel@vta.org
Tel: 408-321-5958
Address: 3331 N. First Street, San Jose, CA 95134

**BID FORM 1-A: BIDDER ACKNOWLEDGEMENT OF ADDENDA
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FLUID ANALYSIS**

In compliance with your **Invitation for Bid** for this project, the undersigned Bidder, being thoroughly familiar with the terms and conditions of the solicitation documents, hereby bids and agrees fully to perform the work within the time stated and in strict accordance with the solicitation documents.

Note: It is the Bidder’s responsibility to obtain all addenda to this solicitation.

The Bidder hereby acknowledges receipt of the following Addenda to the solicitation documents:

Addendum No. _____	Dated _____			Addendum No. _____	Dated _____		
Addendum No. _____	Dated _____			Addendum No. _____	Dated _____		
Addendum No. _____	Dated _____			Addendum No. _____	Dated _____		
Addendum No. _____	Dated _____			Addendum No. _____	Dated _____		

**BID FORM 1-B: SCHEDULE OF PRICES AND ESTIMATED QUANTITIES
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FLUID ANALYSIS**

Base Years 1 – 3:

Item Description	Max Yearly (Test) Qty	Yr-1 Cost/Test (EA)	Yr-1 Extended Cost	Yr-2 Cost/Test (EA)	Yr-2 Extended Cost	Yr-3 Cost/Test (EA)	Yr-3 Extended Cost
Engine Oil	3800						
Transmission Fluid	1950						
Hydraulic Fluid	12						
Axle Lubrication	12						
AC Compressor Oil	80						
EP-2 Grease	12						
Diesel Fuel	12						
Coolant	12						
Gear Lubricant	1000						
Brake Compressor Oil	2000						
ESTIMATED SUB-TOTAL COST:							
Sales Tax (9.25%; Santa Clara County, CA):							
BASE YEARS TOTAL:							

Option Years 4 – 5:

Item Description	Max Yearly (Test) Qty	Option Yr-4 Cost/Test (EA)	Option Yr-4 Extended Cost	Option Yr-5 Cost/Test (EA)	Option Yr-5 Extended Cost
Engine Oil	3800				
Transmission Fluid	1950				
Hydraulic Fluid	12				
Axle Lubrication	12				
AC Compressor Oil	80				
EP-2 Grease	12				
Diesel Fuel	12				
Coolant	12				
Gear Lubricant	1000				
Brake Compressor Oil	2000				
NOT TO EXCEED SUB-TOTAL COST:					
Sales Tax (9.25%; Santa Clara County, CA):					
OPTION YEARS TOTAL:					

5 YEAR MAXIMUM TOTAL:

BASE YEARS TOTAL:
OPTION YEARS TOTAL:
MAXIMUM GRAND TOTAL:

BY SIGNING, THE BIDDER CERTIFIES THAT HE/SHE HAS READ AND UNDERSTANDS THE BID DOCUMENTS AND THAT HE/SHE OFFERS AND AGREES TO FURNISH THE GOODS AND/OR SERVICES SPECIFIED UNDER THE INSTRUCTIONS AND CONDITIONS STATED THEREIN.

SIGNATURE

/ /
DATE

PRINT NAME

E-MAIL ADDRESS

FIRM

TELEPHONE

FAX

**SMALL BUSINESS ENTERPRISE (SBE) POLICY AND REQUIREMENTS
P18068
FLUID ANALYSIS**

1. **POLICY:** It is the policy of the Santa Clara Valley Transportation Authority to ensure that Small Business Enterprises (SBEs) as defined in federal regulations at 13 CFR Part 121 shall have the opportunity to participate in the performance of contracts and subcontracts financed with local funds.
 - A. Any certified DBE is eligible to participate as an SBE toward the SBE goal.
 - B. VTA's Office of Small & Disadvantaged Businesses encourages Contractors to call (408) 321-5962 for assistance in identifying eligible SBE firms. Listings of eligible firms are also available on the internet at the following: vta.org/procurement/general/sbe_search.html.
2. **GOAL:** There is no specific goal established for this Contract. However, Contractor is encouraged to make every effort to meet VTA's overall agency goal of 19% where possible.
3. **COUNTING TOWARD THE SBE GOAL:** SBEs may perform as Contractors, subcontractors (1st tier), or subcontractor to subcontractor (2nd tier). Only the value of the work actually performed by the SBE, including materials and supplies, will be counted toward the SBE goal.
 - A. An SBE must perform a commercially useful function; i.e., must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.

If an SBE does not perform or exercise responsibility of at least thirty percent (30%) of the total cost of its Contract with its own work force, or if the SBE subcontracts a greater portion of work of a Contract than would be expected on the basis of normal industry practice, then it will be presumed that the SBE is not performing a commercially useful function.

- B. Credit for an SBE vendor of materials or supplies is limited to sixty percent (60%) of the amount to be paid to the vendor for the materials or supplies unless the vendor manufactures or substantially alters the goods. Credit for SBE brokers is limited to only the fees and commissions portion of the amount paid. All other firms receive one hundred percent (100%) credit, less work subcontracted by the SBE to non-SBE firms, toward the SBE goal.
- C. Credit for SBE trucking firms is limited to the amount performed by the SBE's own trucks and drivers and by certified SBE trucking sub haulers. An SBE trucking firm must itself own and operate at least one fully licensed, insured and operational truck used on the Contract.
- D. In a joint venture, only the portion of the total dollar value of the Contract equal to the distinct, clearly-defined portion of the work of the Contract that the SBE performs with its own forces will be counted toward the SBE goal.

- E. During the life of a Contract, work performed by SBE firms whose certification has expired will not continue to be counted toward the SBE goal. Only work performed by a certified SBE firm will be counted toward the SBE goal when the SBE firm has been paid.
 - F. Bidders are encouraged to utilize services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in VTA's community and marketplace.
4. **AWARD OF THE CONTRACT:** VTA will award this Contract to the lowest responsible and responsive Bidder as required by federal and California laws.
5. **SUBMITTALS:** All Bidders shall submit the following:
- A. Bid Form 2-A: Listing of SBE Contractor, subcontractor(s) or supplier(s) Bidder intends to use and count toward VTA's overall agency SBE goal, with a complete description of services or supplies to be provided by each, work which the SBE further subcontracts to non-SBE firms, and the dollar value of each such subcontracting or supplies transaction.
 - B. Bid Form 2-B: Supplemental Contractor and Subcontractor Information.
6. **NONDISCRIMINATION:** The Contractor shall make VTA's contracting requirements known to subcontractors, vendors and suppliers who are certified or accepted as certifiable as SBE, as well as to non-SBE businesses, and shall provide a practical opportunity for all firms to participate in the Contract.
7. **SUBSTITUTION OF SBE SUBCONTRACTOR WITH NON-SBE SUBCONTRACTOR:** An SBE subcontractor or supplier shall not be replaced without the prior written consent of VTA. Contractor shall make good faith efforts to find another SBE subcontractor or supplier to substitute for the original SBE. The efforts employed by the Contractor shall be those that one could reasonably expect a Contractor to take if the Contractor were actively and aggressively trying to engage a certified SBE firm to substitute for an SBE firm that has to be replaced and shall include the following:
- A. Contractor shall immediately notify VTA in writing of its intent to replace a SBE firm, and of the reasons therefore, prior to any solicitation or advertisement for replacement firms. A copy of the notice shall be provided to the VTA Office of Small & Disadvantaged Businesses (OSDB).
 - B. VTA will provide written notice to the SBE firm of Contractor's request for substitution and of the reasons therefor and they will be requested to provide any written objections within five (5) working days.
 - C. Contractor shall utilize the following sources for identifying certified SBE firms for solicitation: California DBE Uniform Certification Program (UCP) database; California Department of General Services Small Business database; VTA SBE database.
 - D. Contractor shall provide written notice to at least five (5) firms in each work or material/supply category to be substituted. If Contractor provides written notice to fewer than (5) five firms Contractor shall explain to OSDB in writing why the number of firms solicited was sufficient. Written notice shall be sent first to firms located in the County of

Santa Clara and its contiguous counties (“local firms”) and then, where appropriate, to out-of-area SBE firms.

- E.** Contractor shall contact the SBE firms solicited to determine with certainty whether the firms are interested in bidding on the project. This follow-up shall be documented with telephone logs, fax logs or other written documentation and submitted to OSDB.
 - F.** Contractor shall provide OSDB with the following information:
 - (1)** A list and copies of all SBE and non-SBE responses to the solicitation, including all Bids received.
 - (2)** If a Bid is rejected by Contractor, the reasons for the rejection.
 - (3)** If Contractor rejected an SBE firm as unqualified, a description of the qualification assessment conducted by Contractor and the factors considered.
 - G.** A Contractor who fails to use good faith efforts to replace an SBE firm with another SBE firm may be subject to the imposition of a penalty of up to fifteen percent (15%) of the value of the work of the subcontractor or supplier replaced.
- 8. MONTHLY SBE UTILIZATION REPORT:** Contractors are required to submit a monthly SBE Utilization Report electronically to the SBE Administrator, VTA Office of Small & Disadvantaged Businesses. These monthly reports shall be submitted electronically and the Contractor will document the dollar value of payments to SBE firms, and the percentage of the Contract completed. VTA will monitor the Contract for compliance with SBE requirements.
- A.** This system is web-based, accessible from any computer via the internet at <https://vta.sbdbe.com>. Each Contractor and subcontractor will receive an email providing them with Log On identification, and a temporary password and instructions on how to use the system. Classroom training will also be provided. Other assistance will be provided upon request.
 - B.** Contractor will include this requirement in all of its subcontracts and purchase orders when required to provide or verify SBE utilization documentation.
 - C.** If the SBE Utilization Reports indicate potential problems, the Contractor shall meet with the appropriate VTA representative(s) to address any deficiencies and discuss appropriate corrective actions.
 - D.** Prior to final payment, Contractor will be required to submit a final SBE Utilization Report. In addition to payments to the SBEs, the final report must include payments to and other information about all other businesses, including non-SBE subcontractors, suppliers of materials, trucking firms, consultants and others.
 - E.** Failure by Contractor to submit required reports as described above may be considered grounds for a determination by VTA of nonresponsibility in consideration of Contractor’s eligibility to bid on or be awarded future work.

9. **PROMPT PAYMENT:** The Contractor must adhere to all federal and California prompt payment laws and regulations. If Contractor does not adhere to prompt payment requirements, penalties may apply.

LISTING OF SBE CONTRACTOR OR SUBCONTRACTORS- BID FORM 2-A
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FLUID ANALYSIS

Issued MARCH 6, 2020

Firm: _____	Street Address: _____
City, State: _____	Zip Code: _____
Phone: _____	Fax/E-mail: _____
Age of Firm: _____	Small Business Enterprise: Yes _____ No _____
Name and Title: _____	Signature: _____ Date: _____

Contract dollar value must exclude work performed by non-SBEs except materials or equipment purchased and used in this Contract.

CREDIT FOR SBE VENDOR of materials or supplies is **limited to 60%** of its expenditures for materials and supplies required under this Contract and obtained from a SBE regular dealer. Credit for SBE manufacturers is given at 100% toward the goal **only where the SBE vendor manufactures or substantially alters the material prior to resale.**

CREDIT FOR SBE BROKERS (Distributor or Representative) is limited to the fees and commissions of the amount paid. All other firms receive 100% credit, less work subcontracted by the SBE to non-SBE firms, towards the SBE goal.

CREDIT FOR SBE TRUCKING FIRMS is limited to amount performed by the SBE's own trucks and drivers and by certified SBE trucking subhaulers. A SBE trucking firm must itself own and operate at least one fully licensed, insured and operational truck used on the Contract. *A SBE must be certified or accepted as Certified by VTA.* Refer to 49 CFR Part 26.

**SBE SUPPLEMENTAL CONTRACTOR AND SUBCONTRACTOR INFORMATION - BID FORM 2-B
P18068
FLUID ANALYSIS**

Issued MARCH 6, 2020

This form shall be copied by the Bidder and distributed to all sub-Bidders. The completed forms are to be submitted with the Bid.

Date: _____
Contract Name and Number: _____
Firm Name: _____
Firm Address: _____
Phone Number: _____
Fax Number: _____
Age of Firm: _____

(Check one)						
Annual Gross Receipts						
Indicate bracket of income	Below \$500K	\$500K - \$1M	\$1M-\$4M	\$4M-\$6M	\$6-\$13M	Above \$13M

Check One:	DBE <input type="checkbox"/>	SBE <input type="checkbox"/>	Non-SBE/DBE <input type="checkbox"/>
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Ethnicity*: _____ Gender: _____ Work/Trade Category: _____

A = Asian, SA = Subcontinent Asian, B = Black, C = Caucasian, H = Hispanic, NA = Native American, O = Other

Completed by Company _____
 Email Address: _____

Valley Transportation Authority
 Office of Small & Disadvantaged Businesses
 3331 North First Street, Bldg. A San Jose, CA 95134-1906
If you require additional forms or information, call (408) 321-5719



PREVAILING WAGE REQUIREMENTS- EXHIBIT N

- A. CALIFORNIA PREVAILING WAGE LAW:** This Contract is a “public work” as defined in Section 1720 through 1720.6 of the California Labor Code (“Labor Code”) and is therefore subject to the requirements of Labor Code Section 1720 et seq. requiring the payment of prevailing wages and compliance with other applicable requirements. Contractors and subcontractors of all tiers who perform work under this Contract are required to comply with these requirements.
- B. DIR REGISTRATION:** Contractor and subcontractors of all tiers used for the Contract must be registered with the DIR pursuant to Labor Code Section 1725.5 (with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)) prior to (i) submission of the bid or proposal and/or (ii) execution of the Contract, as applicable. Those who fail to register and maintain their status as a public works contractor are not permitted to perform work hereunder.
- C. SUBCONTRACTOR LISTING:** Contractor must provide VTA with a list of all subcontractors of every tier, for any dollar amount. Contractor must not allow any unidentified subcontractor of any tier to perform work under this Contract.
- D. APPLICABLE RATES:** Workers employed under the Contract must be paid at the rates at least equal to the prevailing wage rates as adopted. If Contractor uses a craft or classification not shown on the prevailing wage determinations, Contractor may be required to pay the wage rate of that craft or classification most closely related to it as shown in the general determinations effective at the time of Contract award.
- 1. California Prevailing Wage Rates:** The applicable California prevailing wage rates can be found at www.dir.ca.gov and are on file with the Contracts Office at VTA, which will be available to any interested party upon request. Contractor is also required to have a copy of the applicable prevailing wage rates posted and/or available at the jobsite or material staging area.
 - 2. Special Prevailing Wage Rates:** Special prevailing wage rates generally apply to work performed on weekends, holidays, and for certain shift work. Depending on the location of the project and the amount of travel incurred by workers on the project, certain travel and subsistence payments may also be required. Contractor is on notice, and responsible for ensuring that its subcontractors of all tiers are on notice, that information about such special rates, holidays, premium pay, shift work, and travel and subsistence requirements can be found at www.dir.ca.gov.
- E. APPRENTICES:** In the performance of work under this Contract, Contractor is responsible for compliance with Labor Code Section 1777.5, pertaining to the employment of registered apprentices.
- F. CERTIFIED PAYROLLS:**
- 1. Submission to VTA:** In the performance of work under this Contract, Contractor is responsible for its compliance, as well as that of its subcontractors of every tier, with Labor Code Section 1776.

On a weekly basis, Contractor will present to VTA all applicable and necessary certified payrolls (for itself and all applicable subcontractors of every tier) for the time period covering the immediately preceding week. The term “certified payroll” includes all required documentation to comply with the mandates set forth in Labor Code Section 1720 et seq, as well as any additional documentation requested by VTA.

2. **Submission to the California Department of Industrial Relations (“DIR”):** In addition to submitting the certified payrolls and related documentation to VTA, on a weekly basis Contractor and subcontractors of all tiers must submit certified payroll and related documents electronically to the DIR. Failure to submit payrolls to the DIR when mandated by the Contract will also result in the withholding of progress, retention, and final payment, if applicable.
3. **Flow Down:** Contractor will incorporate into every lower-tier subcontract and purchase order these instructions where labor compliance documentation is required.

G. FAILURE TO COMPLY: VTA or the DIR may impose penalties upon Contractor and subcontractors of any tier for failure to comply with prevailing wage requirements. This Contract is subject to compliance monitoring and enforcement by the DIR.

INSURANCE REQUIREMENTS - EXHIBIT P-4

BIDDER'S ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW. IT IS HIGHLY RECOMMENDED THAT BIDDERS CONFER WITH THEIR INSURANCE CARRIERS OR BROKERS IN ADVANCE OF BID SUBMISSION TO DETERMINE THE AVAILABILITY OF INSURANCE CERTIFICATES AND ENDORSEMENTS REQUIRED BY THIS CONTRACT.

I. INSURANCE

Without limiting the Contractor's indemnification of VTA, the Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees, or subcontractors. The cost of such insurance must be included in the Contractor's Bid/Proposal. The Contractor must furnish complete copies of all insurance policies, within three (3) business days of any such request by VTA.

A. Liability and Workers' Compensation Insurance

1. Minimum Scope of Coverage

Coverage must be at least as broad as:

- a. Insurance Services Office General Liability coverage ("occurrence" form CG 0001). General Liability insurance written on a "claims made" basis is not acceptable.
- b. Insurance Services Office Business Auto Coverage, Insurance Services Office form number CA 0001, covering Automobile Liability, code 1 "any auto." Auto Liability written on a "claims-made" basis is not acceptable.
- c. Workers' Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance.
- d. Professional Liability, including limited contractual liability coverage, covering liability arising out of any negligent act, error, mistake or omission in the performance of Contractor's services under this Contract. This coverage must be maintained for a minimum of two (2) years following completion of this Contract. This coverage may be written on a claims made basis, if so, see special provisions in Section B.
- e. Contractor's Pollution/Environmental Impairment Liability: covering liability arising out of the treatment, handling, storage, transportation, or accidental release of any hazardous material.

2. Minimum Limits of Insurance

Contractor must maintain limits no less than:

- a. General Liability (including umbrella/excess liability): \$2,000,000 limit per occurrence for bodily injury, personal injury, and property damage. If General Liability Insurance or other form with a general aggregate limit is used either the general aggregate limit must apply

separately to this project/location or the general aggregate limit must be twice the required occurrence limit. In no event may the General Liability primary policy limit per occurrence be less than \$2,000,000.

- b. Automobile Liability (including umbrella/excess liability): \$1,000,000 limit per accident for bodily injury and property damage. In no event may the Automobile Liability primary policy limit per occurrence be less than \$2,000,000.
- c. Workers' Compensation and Employers Liability: Statutory Workers' Compensation limits and Employers Liability limits of \$1,000,000 per accident.
- d. Professional Liability: \$2,000,000 each occurrence/aggregate minimum limit per claim.
- e. Contractor's Pollution/Environmental Impairment Liability: \$1,000,000 per occurrence.

3. Self-Insured Retention

Any self-insured retention or deductible in excess of \$50,000 (\$100,000 if Contractor is a publicly-traded company) must be declared to and approved by VTA. If Contractor is a governmental authority such as a state, municipality or special district, self-insurance is permitted. To apply for approval for a level of retention in excess of the stipulated amounts stated herein, the Bidder must provide a current financial statement documenting the ability to pay claims falling within the self-insured retention. At the option of VTA, either: the insurer must reduce or eliminate such self-insured retention as respects VTA, its officers, officials, employees and volunteers; or the bidder must procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

B. Claims Made Provisions (not applicable to General Liability or Auto Liability)

Claims-made coverage is never acceptable for General Liability or Auto Liability. Claims-made may be considered for Professional, Environmental/Pollution, or Cyber Liability. If coverage is written on a claims-made basis, the Certificate of Insurance must clearly state so. In addition to all other coverage requirements, such policy must provide that:

- 1. The policy must be in effect as of the date of this Contract and the retroactive date must be no later than the date of this Contract.
- 2. If any policy is not renewed or the retroactive date of such policy is to be changed, the Contractor must obtain or cause to be obtained the broadest extended reporting period coverage available in the commercial insurance market. This extended reporting provision must be of at least two (2) years.
- 3. No prior acts exclusion to which coverage is subject that predates the date of this Contract.
- 4. Policy allows for reporting of circumstances or incidents that might give rise to future claims.

C. Other Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability, Automobile Liability, and Contractor's Pollution Liability

- a. VTA, its officers, officials, employees and volunteers are to be named as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor, including VTA's general supervision of the Contractor; products and completed operations of the Contractor and its subcontractors; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage must contain no special limitations on the scope of protection afforded to VTA, its officers, officials, employees, or volunteers. Additional Insured endorsements must provide coverage at least as broad as afforded by the combination of ISO CG 20 10 10 01 and CG 20 37 10 01.
- b. The Contractor's insurance coverage must be primary insurance as respects VTA, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by VTA, its officers, officials, employees, or volunteers must be excess of the Contractor's insurance and may not contribute with it.
- c. Any failure to comply with reporting provisions of the policies may not affect coverage provided to VTA, its officers, officials, employees, or volunteers.
- d. The Contractor's insurance must apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- e. The General Liability policy must be endorsed to remove the exclusion for railroad liabilities, with coverage at least as broad as afforded by ISO CG 24 17

2. Workers' Compensation and Employers Liability

The insurer must agree to waive all rights of subrogation against VTA, its officers, officials, employees, and volunteers for losses arising from work performed by the Contractor and its subcontractors for VTA.

3. Other Insurance Provisions

- a. The Certificate must disclose the actual amounts of all deductibles or self-insured retentions.
- b. If any coverage forms or endorsements required by this Contract are updated by their publishers, whether they be the insurance carrier(s), the Insurance Services office, or the American Association of Insurance Services, during the duration of this Contract, VTA reserves the right to require the Contractor to procure said coverage forms or endorsements using the updated versions upon the next renewal cycle

D. Acceptability of Insurers

Insurance and bonds must be placed with insurers with an A.M. Best's rating of no less than A VII (financial strength rating of no less than A and financial size category of no less than VII), unless specific prior written approval has been granted by VTA.

E. Certificates of Insurance

Contractor must furnish VTA with a Certificate of Insurance. The certificates for each insurance policy are to be signed by an authorized representative of that insurer. The certificates will be issued on a standard ACORD Form. The contractor must instruct their insurance broker/agent to submit all insurance certificates and required notices electronically in PDF format to Insurance.certificates@vta.org.

The certificates will (1) identify the underwriters, the types of insurance, the insurance limits, the deductibles, and the policy term, (2) include copies of all the actual policy endorsements required above, and (3) in the "Certificate Holder" box include:

Santa Clara Valley Transportation Authority ("VTA")
3331 North First Street
San Jose, CA 95134-1906

In the Description of Operations/Locations/Vehicles/Special Items Box, the VTA Contract number must appear, the list of policies scheduled as underlying on the Umbrella policy must be listed, Certificate Holder should be named as additional insured, and Waiver of Subrogation must be indicated as endorsed to all policies as stated in the Contract Documents.

All certificates and endorsements are to be received and approved by VTA before work commences. VTA reserves the rights to require complete, certified copies of all required insurance policies, at any time.

If the Contractor receives any notice that any of the insurance policies required by this Exhibit may be cancelled or coverage reduced for any reason whatsoever, Contractor or insurer must immediately provide written notice to VTA that such insurance policy required by this Exhibit is canceled or coverage is reduced.

F. Maintenance of Insurance

If Contractor fails to maintain such insurance as is called for herein, VTA, at its option, may suspend payment for work performed and/or may order the Contractor to suspend work at Contractor's expense until a new policy of insurance is in effect.

Ed. Rev. 7-1-17

**QUALITY ASSURANCE PROVISION
P18068
FLUID ANALYSIS**

1. **QUALITY ASSURANCE SYSTEM POLICY:** The Contractor and/or supplier shall have and maintain an effectively defined and documented Quality Assurance System, which demonstrates the Contractor and/or supplier's policy, objective and commitment to quality at all levels of the organization. This system shall be submitted in writing to VTA as part of the pre-award bid package for approval. The Contractor and/or supplier shall also have the capability to ensure original design integrity, inspection, testing, adhering to Scope of Work and/or technical specification by preventing nonconformity at all stages from production through delivery.

2. **MANAGEMENT ORGANIZATION:** The Contractor and/or supplier shall have a designated quality assurance representative with the defined responsibility and authority to verify Contract conformance and initiate corrective and/or preventative actions on the occurrence of any nonconformance relating to product (systems, parts, components, materials, and services), performance, customer service, process and/or Quality Assurance System. VTA reserves the right to audit and assess the effectiveness of this Quality Assurance System organization. The Contractor and/or supplier shall:
 - A. Identify, document and communicate changes to the Quality Assurance System, and any problems relating to the system and its nonconformities.
 - B. Initiate, recommend or provide solutions through designated channels.
 - C. Verify the implementation of corrections, preventative actions and/or solutions.
 - D. Ensure that the Quality Assurance System requirements of this Contract are established, implemented and maintained.
 - E. Review, audit and report on the Quality Assurance System at defined intervals sufficient to ensure its continuing suitability and effectiveness in satisfying the requirements of this Contract.

3. **PROCEDURES:** The Contractor and/or supplier shall define and maintain documented procedures on the management of the Quality Assurance System and how the quality requirements of this Contract will be met. These procedures shall include work instruction defining the Contractor and/or supplier's method of operation in assuring specified requirements and activities that are consistently carried out.

4. **QUALITY PLANNING:** The Contractor and/or supplier shall prepare a quality plan which identifies organization structure and any controls, processes, equipment, fixtures, resources, skills and/or special training required to meet the quality requirements of this Contract.

5. **DESIGN INFORMATION:** The Contractor and/or supplier shall have and maintain a documented procedure for design information for the product(s), (such as drawings, specifications, and standards) to ensure that the product(s) are manufactured, inspected, and tested to the latest applicable requirements. All changes to design information shall be processed in a manner that will ensure accomplishment as specified, and a record of actual incorporation points (by date, batch, lot, unit, or other specific identification) shall be maintained.

6. **DOCUMENT AND DATA CONTROL:** The Contractor and/or supplier shall have and maintain a documented procedure to control documents and data that relate to the performance of this Contract. All standards, specifications, drawings, bills of materials, invoices, bills of lading, shipping notices, packing slips and customer service reports shall be reviewed and approved for adequacy by authorized personnel prior to issuing.
7. **PURCHASING:** The Contractor and/or supplier shall have and maintain a documented procedure to ensure that any service or bill of materials provided by a subcontractor meets the type, class, grade and/or other precise identifications, such as specifications, drawings, process requirements, inspection and test instructions and other relevant technical data as required or approved by the Original Equipment Manufacturer (OEM).
8. **PRODUCT IDENTIFICATION AND TRACEABILITY:** The Contractor and/or supplier shall stamp or engrave on the product(s), suppliers name, code, part number, month, day and year of manufacture, and will be serialized if specifically required by VTA. The Contractor and/or supplier shall also identify the product(s) by suitable means from receipt, storage and delivery. An explanation of any codes or special markings established by the supplier must be provided in writing to VTA within thirty (30) calendar days after Contract award.
9. **INSPECTION AND TESTING:** The Contractor and/or supplier shall have and maintain documented procedures for inspection and testing activities in order to verify specified requirements for the product(s) are met. The Contractor and/or supplier shall know the status of product(s), which conform or non-conform to the inspections and tests performed.
 - A. **SOURCE INSPECTIONS:** VTA reserves the right to inspect, at the source any products(s) furnished or services rendered under the Contract. Inspection at the source does not necessarily constitute acceptance, nor shall it relieve the Contractor of its responsibility to furnish acceptable product(s). When it is not practical, cost effective, or feasible to determine quality conformance of the purchased items upon receipt, inspection at the source may be performed.
10. **CONTROL OF INSPECTION, MEASURING, AND TEST EQUIPMENT:** The Contractor and/or supplier shall have and maintain documented procedures to control calibration, inspection, testing, and measuring of facilities, equipment and tools, to demonstrate the conformance of product(s) to specified requirements.
11. **CONTROL OF NON-CONFORMING PRODUCT:** The Contractor and/or supplier shall have and maintain procedures to ensure that any materials or final assembled product(s) that do not conform to specified requirements are prevented from usage or shipment. The Contractor and/or supplier shall:
 - A. Provide the identification, documentation, evaluation, segregation and the disposition of nonconforming product(s).
 - B. Ensure controls are in place to prevent further processing, delivery or servicing of nonconforming product until the deficiency and/or unsatisfactory condition has been corrected.
 - C. Re-inspect all nonconforming product(s), which are rejected during receiving inspection.

- D. Provide upon specific request a failure analysis report on the nonconformance which should communicate the root cause of the non-conformities.

12. CORRECTIVE AND PREVENTATIVE ACTION: The Contractor and/or supplier shall have and maintain documented procedures for implementing corrective and preventative action to eliminate the cause of actual or potential non-conformities. The Contractor and/or supplier shall:

- A. Implement and record any changes to procedures, guidelines and plans resulting from corrective and preventative actions.
- B. Have an effective process for handling and tracking customer complaints and reports. All reports to the Contractor and/or supplier requesting correction to any nonconformity shall be in the form of a “Supplier Corrective Action Request” (SCAR) from VTA’s Quality Assurance and Warranty Office.
 - The Contractor and/or supplier shall provide VTA in writing with the correction and prevention of nonconformity by completing the correction and prevention section of the VTA SCAR form within thirty (30) calendar days of receipt.
- C. Utilize information sources such as audit results, quality records, service reports, and customer complaints to detect, analyze, and eliminate potential causes of nonconformities.
- D. Determine the steps needed to deal with any problem requiring corrective and preventative action, and initiate controls to ensure that it is effective.

13. HANDLING, STORAGE, PACKAGING, AND DELIVERY: The Contractor and/or supplier shall package the product(s) in such a manner as to prevent damage during shipment, receiving and storage. The Contractor and/or supplier shall also ensure that shipped product(s) are not damaged. Any damaged product(s) discovered at receiving will be returned to the Contractor and/or supplier at no cost to VTA.

14. CONTROL OF QUALITY RECORDS: The Contractor and/or supplier shall have and maintain procedures for identification, collection, indexing access, filing storage, maintenance, and disposition of quality records. Quality records shall be maintained to demonstrate conformance to specified requirements and effective operation of the Quality Assurance System.

15. QUALITY AUDITS: The Contractor and/or supplier shall have and maintain procedures for planning and implementing internal quality audits to verify whether quality activities and related results comply with planned requirements and to determine the effectiveness of the Quality Assurance System. The Contractor and/or supplier shall:

- A. Document the results of audits and bring them to the attention of the personnel having responsibility in the area audited. The management personnel responsible for the area shall take timely corrective action on deficiencies found during the audit.
- B. Schedule follow-up audits to verify and record the implementation and effectiveness of the corrective action taken.

16. TRAINING: The Contractor and/or supplier shall have and maintain procedures for identifying training needs and provide for the training of all personnel performing activities affecting quality and

related to the performance requirements of this Contract. Personnel performing specific assigned tasks shall be qualified/certified on the basis of appropriate education, training and/or experience, as required.

17. **SERVICING:** The Contractor and/or supplier shall have and maintain procedures for coordinating, performing, verifying, and reporting that customer field servicing meets the specified requirements.
18. **STATISTICAL TECHNIQUES:** The Contractor and/or supplier shall identify specific statistical methods for establishing, controlling and verifying quality levels, performance assessing, and conducting nonconformity analysis.

**WARRANTY PROVISION
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FLUID ANALYSIS**

1. **POLICY:** Warranties in this document are in addition to any statutory remedies or warranties imposed on the Contractor and/or supplier. Consistent with this requirement, the Contractor and/or supplier shall guarantee and warrant all products (systems, components, parts, materials, and services) to be free from defects or failures in materials and workmanship, and adhere to OEM's performance requirements and VTA's specified requirements. The Contractor and/or supplier shall also have and maintain an effectively defined and documented warranty administration system that demonstrates the Contractor and/or supplier's or OEM's policy, procedure and commitment to respond to and resolve warranty claims or service requests within a reasonable time. The Contractor and/or supplier is required to submit warranty policy, procedure, and forms for VTA review.

2. **COVERAGE:** All products supplied are warranted to be free from defects for one (1) year beginning on the date of installation or acceptance, except as specified below. The Contractor and/or supplier must submit its written standard limited warranty guarantee(s) for VTA review upon request.
 - A. **MANUFACTURERS STANDARD WARRANTY:** Any supplier or manufacturer's standard limited warranty coverage greater than that specified above must also be extended to VTA.

3. **LIMITATIONS:** Warranty coverage shall not apply to failures that have been caused or contributed by the following:
 - A. Improper: use, servicing, maintenance, inspection and testing.
 - B. Failure to comply with OEM's operating, maintenance, servicing, inspection and testing requirements.
 - C. Use of inadequate, improper or incompatible component(s).
 - D. Accident, negligence, abuse, not caused by Contractor and/or supplier or OEM.
 - E. Unauthorized modification of equipment affecting design or performance characteristics.
 - F. Use of non-approved products as specified by the OEM.

4. **REPAIR PROCEDURES:**
 - A. The Contractor and/or supplier is responsible for all warranty-covered work. To the extent practicable, VTA will allow the Contractor and/or supplier or its designated representative to perform such work. At its discretion, VTA may perform such work if it determines it needs to do so based on transit service or other requirements. The Contractor and/or supplier shall reimburse such work.

- B. The Contractor and/or supplier or its designated representative shall begin work on warranty-covered repairs, within five (5) days after receiving notification of a defect from VTA. VTA shall, as much as possible, accommodate the Contractor and/or supplier 's schedule to complete repairs.
 - C. The Contractor and/or supplier shall provide at its own expense all spare products and tools required for repairs. At VTA's option, the Contractor and/or supplier may be required to remove the equipment from VTA's property while repairs are being affected. If the equipment is removed from VTA's property, the Contractor and/or supplier's representative must diligently pursue repair procedures.
 - D. If VTA performs the warranty-covered repairs, it shall correct or repair the defect and any related defects utilizing products supplied by the Contractor and/or supplier specifically for this repair. At its discretion, VTA may use Contractor and/or supplier-specified products available from its own stock if deemed in its best interest. Monthly, or at a period to be mutually agreed upon, reports of all repairs covered by this warranty may be submitted by VTA to the Contractor and/or supplier for reimbursement or replacement of products. The Contractor and/or supplier shall provide forms for these reports when required.
 - E. VTA may require the Contractor and/or supplier to supply new products for warranty – covered repairs being performed by VTA. These products shall be shipped prepaid to VTA from any source selected by the Contractor and/or supplier within five (5) working days of receipt of the request for said products. Products supplied by the Contractor and/or supplier shall be Original Equipment Manufacturer (OEM) or its equivalent.
5. **SERVICING:** The Contractor and/or supplier may be requested to provide field service support for the correction of warranty failures as required by VTA.
6. **CLAIMS:** All warranty defects and failures will be submitted to the Contractor and/or supplier as a VTA warranty claim. The Contractor and/or supplier shall notify VTA of receipt and/or status of the claim.
- A. The Contractor and/or supplier must notify VTA in writing of the disposition of a warranty claim within fifteen (15) working days of receipt.
 - B. The Contractor and/or supplier must resolve all open warranty claims within sixty (60) calendar days after receipt.
- If the warranty claim is not resolved within the stated time frame the Contractor and/or supplier will be informed of VTA's intent to automatically credit VTA's accounts payable for the Contractor and/or supplier with the amount of the open claim.
- C. The Contractor and/or supplier is required to notify the VTA QA/Warranty Office on the disposition of products within five (5) days after VTA's request for a Return Material Authorization (RMA).
7. **REMEDIES:** Contractor and/or supplier shall promptly repair, replace and/or pay for all warranty defects including products, labor, and shipping and handling. The Contractor and/or supplier shall also reimburse for any progressive, compensatory, and consequential damages or fines due to product failures.

8. **REIMBURSEMENT:** Contractor and/or supplier is required to reimburse VTA for all costs associated with a warranty repair claim or service request.
- A. The product costs shall be based on the most current supplier Contract price or the invoiced price for replacement.
 - B. The labor repair times shall be fair and reasonable and based on current OEM or industry Standard Repair Time (SRT) guidelines or an agreed upon repair time standard.
 - C. The Contractor and/or supplier is required to reimburse at VTA hourly shop labor rate based on VTA's current labor cost accounting system.
 - D. The Contractor and/or supplier shall be assessed the cost of shipping or a fifteen percent (15%) handling charge on products returned or scraped.
9. **SYSTEMATIC/FLEET DEFECTS:** During the warranty period, when repairs or modifications necessitated by defective design, material, or workmanship occur to an extent in excess of ten percent (10%) of the product (used for the same function in the same system or subsystem), the Contractor and/or supplier shall promptly furnish all necessary labor and material to effect such repairs and modifications for every product delivered under the Contract, according to the terms and conditions outlined, including systems or subsystems in which the product has not yet failed.
10. **FAILURE ANALYSIS:** When requested by VTA, the Contractor and/or supplier will be required to provide a written failure analysis report for defective products supplied under this Contract and which occurred during the warranty period. The report shall be received by VTA within thirty (30) calendar days from the date of request.
11. **ADMINISTRATION:** Warranty claims and other warranty issues shall be administered, coordinated and resolved with the VTA's QA/Warranty Office and a Contractor and/or supplier's assigned representative.
- A. For warranty repair claims or service requests which are determined by the Contractor and/or supplier not to be under warranty, the Contractor and/or supplier must forward a written failure analysis report and itemized quotes to VTA's QA/Warranty Office, and obtain an authorizing purchase order before proceeding with the repair.
 - B. The Contractor and/or supplier shall be able to electronically communicate on warranty coverage, registrations, claims, service requests and bulletins/alerts.
 - C. The Contractor and/or supplier is required to reference the VTA warranty purchase order and warranty claim number when shipping warranty replacement products.
 - D. The Contractor and/or supplier is required to properly identify warranty returns or replacement products with a bill of lading.
12. **PERFORMANCE REVIEWS:** The Contractor and/or supplier is required to periodically meet with VTA's QA and Warranty Office to ensure that the warranty administration requirements are clarified and properly being carried out according to the terms and conditions of this Contract. The Contractor

and/or supplier is also required to publish a VTA open warranty claims status report showing the disposition of each claim.

**BIDDER'S QUESTIONNAIRE – EXHIBIT O
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FLUID ANALYSIS**

This questionnaire is an integral part of a Bidder's Bid, and shall be completed. Failure to provide the required information may cause rejection of your Bid. All references and information shall be current and traceable. If the Bidder is a joint venture, each shall prepare a separate form.

NAME OF BIDDER:

PRINCIPAL OFFICE

STREET ADDRESS OR P.O. NUMBER

CITY	STATE	ZIP CODE + 4
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TELEPHONE	FAX
------------------	------------

E-MAIL ADDRESS

- 1.** Are you an individual _____, a partnership _____, a corporation _____, or a joint venture _____?
(Check appropriate business structure).

If partnership, list names and addresses of partners; if corporation, list names of officers and directors and State of incorporation; if joint venture, list names and addresses of venturers and, if any venture is a corporation, partnership or joint venture, list the same information for each such corporation, partnership and joint venture.

NAME	ADDRESS

2. How many years has your organization been in business as a Contractor under your present business name? _____ years.
3. How many people are currently employed by your firm? _____ In Santa Clara County? _____
4. Of the people employed, what are the job classifications involved in the services required by this solicitation, and how many people are assigned to each classification?

JOB CLASSIFICATION	NO. OF EMPLOYEES

5. What is the location of your facility located in Santa Clara County? What is the square footage of this facility? (If the facility is not in Santa Clara County, indicate the location and square footage of the nearest facility to VTA's Administrative Offices on First Street, San Jose).

6. What are the types and number of vehicles you will use in the performance of services required by this solicitation?

TYPE	NUMBER

7. List the names of companies and public agencies that you have furnished service to within the last twelve months.

NAME AND ADDRESS:	
TYPE OF BUSINESS:	
CONTACT INFORMATION:	
NAME AND ADDRESS:	
TYPE OF BUSINESS:	
CONTACT INFORMATION:	
NAME AND ADDRESS:	
TYPE OF BUSINESS:	
CONTACT INFORMATION:	

8. List the names of companies and public agencies that you have current orders for the same or similar service.

NAME AND ADDRESS:	
TYPE OF BUSINESS:	
CONTACT INFORMATION:	
NAME AND ADDRESS:	
TYPE OF BUSINESS:	
CONTACT INFORMATION:	
NAME AND ADDRESS:	
TYPE OF BUSINESS:	
CONTACT INFORMATION:	

9. Have you or your organization, or any officer or partner thereof, failed to complete a contract? If so, give details:

10. Is any litigation pending against your organization? If so, give details:

11. Are you a certified SBE/DBE? If yes, with which agency do you hold your certification:

12. Do you have a full-service analysis laboratory that uses the latest ASTM standards? Is your laboratory an accredited, ISO 9001 and/or ISO/IEC 14025 certified?

The undersigned certifies that (s)he is legally authorized by the Bidder to make the statements and representations contained in this document, and represents and warrants that the foregoing information is true and accurate to the best of his knowledge, and intends that the Santa Clara Valley Transportation Authority, Santa Clara County, California, rely thereon in evaluating the Bidder.

NAME OF COMPANY

SIGNATURE

PRINTED NAME/ TITLE

DATE

“NO BID” RESPONSE FORM - EXHIBIT I
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FLUID ANALYSIS

If no Bid is to be submitted, detach this sheet from the Solicitation, complete the information below, and fax the form to the attention of the Buyer listed on page 1 of this solicitation at the fax number above.

Reason for not submitting a Bid:

- Do not provide this service.
- Unable to obtain required insurance.
- Unable to obtain required bonding.
- Not equipped to handle this project.
- Do not carry this item.
- Not within the scope of our capabilities.
- Insufficient bidding time.
- Unable to identify items.
- Can supply item, however, cannot be competitive.
- Cannot comply with delivery/performance period.
- Project size is too large.
- Project size is too small.
- Not interested in this type of project.

Explain:

Cannot comply with Specification:

Explain:

Other:

Explain:

SIGNATURE

/ /

DATE

PRINT NAME

E-MAIL ADDRESS

FIRM

TELEPHONE FAX

SAMPLE CONTRACT

**CONTRACT
BETWEEN
SANTA CLARA VALLEY TRANSPORTATION AUTHORITY
AND
CONTRACTOR NAME
FOR
FLUID ANALYSIS**

CONTRACT NO. P18068

This contract (“Contract”) is made and entered into by and between Santa Clara Valley Transportation Authority (“VTA”) and _____ (“Contractor”). This Contract expresses the terms and conditions for the purchase of Fluid Analysis.

1. **CONTRACT COMPONENTS:**
The Contract consists of:

- A. Exhibit 1 – Invitation for Bid P18068 dated March 6, 2020 and any addenda thereto (the “IFB/RFP/RFQ”)
- B. Exhibit 2 – Contractor Price Sheet dated MONTH XX, 20XX

All parts of the Contract are intended to be complementary and what is set forth in any one document is as binding as if set forth in each document.

In case of any conflict among these documents where the parties’ intended resolution is not clear, the order of precedence will be in the order listed above. In the event that any of the language set forth in the Contract is inconsistent or contradictory, then the language that is most favorable to VTA will control.

2. **SCOPE OF WORK:** Contractor shall perform fluid analysis as described in the Scope of Work of the IFB.
3. **TERM OF CONTRACT:** The term of this Contract will commence on the Effective Date (as defined in the signature block below) and continue through the earlier of completion (unless otherwise earlier terminated pursuant to the terms and conditions set forth herein).

VTA may, at its option, extend the term of the Contract for 2 additional one-year terms (each an “Option Year”). VTA may unilaterally exercise its Option Years by sending 30 days written notice to Contractor.

4. **COMPENSATION:** VTA will pay Contractor in accordance with Exhibit 2 in exchange for Contractor’s performance under this Contract. The compensation information set forth in

Exhibit 2 will remain in effect and applicable to any Option Year exercised by VTA pursuant to the terms and conditions set forth herein.

Total compensation paid by VTA to Contractor hereunder will not exceed \$[xx,xxx.00].

5. **ENTIRE AGREEMENT:** This Contract constitutes the entire agreement between VTA and Contractor relating to the subject matter hereof and supersedes any previous contracts, agreements, or understandings, whether oral or written.
6. **GOVERNING LAW:** The laws of the State of California will govern these terms and conditions, as well as any claim that might arise between Contractor and VTA, without regard to conflict of law provisions.
7. **FORUM SELECTION:** Any lawsuit or legal action arising from this Contract must be commenced and prosecuted in the courts of Santa Clara County, California. Contractor agrees to submit to the personal jurisdiction of the courts located in Santa Clara County, California for the purpose of litigating all such claims.
8. **AUTHORIZED REPRESENTATIVES, NOTICES, AND POINTS OF CONTACT:** The Authorized Representatives identified below, or assigned designees, have authority to authorize changes to the scope, terms, and conditions of this Contract, as set forth herein.

A. AUTHORIZED REPRESENTATIVES:

VTA:

Mary Talentinow
Chief Procurement Officer
Procurement, Contracts and Materials Management
3331 N. First Street, Bldg. A
San Jose, CA 95134-1906
[mary.talentinow @vta.org](mailto:mary.talentinow@vta.org)

Contractor:

Name/Title
Address
City/State/Zip
Telephone
Email

- B. NOTICES:** Notices must be in writing and addressed to the Authorized Representatives at the address set forth above. Any notice required or permitted to

be given under this Contract will be deemed given when personally delivered to recipient thereof or mailed by registered or certified mail, return receipt requested, postage prepaid, to the appropriate recipient thereof, as identified immediately above in paragraph A (Authorized Representatives).

- C. POINTS OF CONTACT:** The Points of Contact listed below are authorized to communicate regarding Contract matters, except in the case where correspondence regarding legal notices must be addressed to the Authorized Representatives.

VTA:

Giang Ngo, Buyer III
3331 N. First Street, Bldg. A
San Jose, CA 95134-1906
Giang.ngo@vta.org

Contractor:

Name/Title
Address
City/State/Zip
Telephone
Email

- D.** Written notification to the other party must be provided, in advance, for changes in the name or address of the designated Authorized Representatives or Points of Contact stated above.

Signatures of the parties on the following page

In witness whereof, VTA and Contractor have executed this Contract as of the last date set forth below (“Effective Date”).

VTA

Contractor

Nuria I. Fernandez Date
General Manager/CEO

Name Date
Title

Approved as to Form

VTA Counsel Date